

Job Opportunity



Competitive

Position: Data Quality Coordinator

Job Vacancy Notice#: RC-20-06

Location: The Rock Church

Salary Range: Negotiable Depending on Experience

Employment Category: Regular Full-Time, Non-Exempt

Opening Date: May 24, 2006

1st Closing Date: Open until filled

Area of Consideration: All Sources

Brief Description of Major Duties: The incumbent is responsible for maintaining the information quality of the Rock Church, Rock Academy and Miles Ahead databases. The incumbent reports to the IT Director. Primary responsibility for ensuring the Rock's centralized database is up to date, data entry protocols are established and communicated, and contact database information is readily available to all departments/ministries. Works closely with all departments/ministries to ensure no duplicate information is in the system. Ensures that all changes to addresses, marital status, family households and activity status are updated regularly. Works closely with the Database Administrator to ensure the staff is properly trained on system policy and procedures. Responsible for inputting all new comer information and ensures proper routing of new information. Reports any areas of major concern to management with recommended solutions. Informs staff in advance of any scheduled system downtimes. The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the IT Director.

Qualifications & Requirements: Christ-centered behavior, i.e., treating people with dignity, respect, compassion and integrity at all times. At least one (1) year experience in a related position is preferred, but not required. Strong organizational skills and attention to detail. Ability to complete projects with tight/short deadlines. Must possess strong interpersonal skills and be able to work well with all levels of the church management and congregation. Self-motivated and flexible in nature to handle other duties and special projects as needed. Ability to work independently or in a team-oriented environment. Excellent Microsoft Excel, Word and PowerPoint skills. Regular involvement in the Rock Church activities and events. Signed acknowledgement of the Rock Church Statement of Faith. Adheres to policies and procedures as stated in the Rock Church employee handbook. Member of the Rock Church.

To be considered for this position, outside applicants are required to complete Application for Employment; in-house applicants are to submit an updated resume. Employee's performance and attendance record will be taken into consideration at the time of the selection process. Selection for an interview does not guarantee promotion or appointment to the position. As part of the employment process, The Rock Church may obtain a Criminal Record Check.

The Rock Church provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Human Resources. The decision on granting reasonable accommodation will be on a case-by-case basis.

Full consideration will be given to all qualified applicants without regard to race, sex, color, age, physical handicap, or national origin. As a Christ-oriented, Bible-believing organization, The Rock Church does reserve the right to exercise preference on the basis of religion in all of its employment decisions. To apply please visit the website at www.therocksandiego.org and fill out the application and email application and resume to hr@therocksandiego.org. Or mail application and resume to Human Resources, 2448 Historic Decatur Road #105, San Diego CA 92106. All mailed applications must be received by the closing date to be considered for the position.