



ROCK
C H U R C H

JOB DESCRIPTION

Position: **Outreach Administrative Assistant**

Reports to: **Send Pastor**

Position Status: **Full-Time, Non-Exempt**

Department : **Outreach**

Effective: **October 2009**

Replaces: **All Previous**

Position Number: **RC-29-09**

Posting Date: **October 30, 2009**

1st Closing Date: **November 6, 2009**

Position Summary: The Outreach Administrative Assistant is the central point of contact for the Outreach (Baby Rock) Ministries and is responsible for the management of the administrative processes within the ministry. The incumbent works under the direction of the Send Pastor.

Job Responsibilities and Duties:

1. Performs general office duties, such as filing, copying, typing, organizing, answering phones, and making general ministry phone calls, etc.
2. Processes all requests to establish an Outreach Ministry under the direction of the Outreach Director.
3. Schedules meetings with ministry leaders to ensure proper communication between the ministries, outreach staff, and the Rock Church.
4. Compiles monthly reports into dashboard reports.
5. Assists in coordinating Outreach Ministry fair and various events.
6. Maintains Outreach Ministry database/data collection system.
7. Assists and serves the Outreach Ministries.
8. Consistently works with Outreach Ministry Director and Ministry Leaders for all Outreach promotions, i.e., details on events (room, A/V, Bulletin, slides, flyers, etc.), external promotions (radio, other churches, and public relevant places.)
9. Acts as the liaison between ministry leaders, Outreach Ministry Director and staff.
10. Assists in coordinating and planning approved events for ministries.
11. Facilitates communication among ministries (Outreach Ministry calendar, newsletter, and blog).
12. Processes all new volunteers, with the Save, Equip, and Send Department and assists in the assimilation strategies.
13. Follows up on all Baby Rock Outreach Ministry inquiries.
14. Recruits volunteers for Baby Rock Outreach ministry activities/events.
15. Understands the purpose of the spiritual gifts tests and works with Save, Equip, and Send for placement of people into appropriate ministries.

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 Send Pastor.

Job Skills and Requirements:

1. Two to three years experience as an Administrative Assistant.
2. Adapts to changes in the work environment; able to deal with frequent change, delays, or unexpected events.
3. Identifies and resolves problems in a timely manner; works well in group problem solving situations; strong team player.
4. Responds promptly to requests for service and assistance; meets commitments.
5. Listens and gets clarification; responds well to questions.
6. Ability to work well with timelines and short deadlines in a high volume environment while maintaining solid creativity, quality and thoroughness.
7. Self-motivated and flexible with strong organizational skills.
8. Excellent interpersonal communication skills, with the ability to speak clearly and competently in positive or negative situations.
9. Excellent verbal and written communication skills. Legible writing skills. Edits work for spelling and grammar.
10. Familiarity with MS Windows operating system: MS Word, MS Excel, Internet Email and Internet usage.
11. Ability to work independently or in a team-oriented environment.
12. Ability to recognize and maintain confidentiality as appropriate.

Expectations of Staff:

1. Christ-centered behavior at all times. i.e. treating people with dignity, respect, compassion and integrity.
2. For all grievances, follow Matthew 18 and Ephesians 4:15.
3. Proactive participation in the Governance system.
4. Successful completion of a background check.
5. Pleasant and professional personality and appearance.
6. Regular attendee of a Rock Weekend service.
7. Regular involvement in Rock Church activities, ministries and events.
8. Attendance at all mandatory meetings (and events, as needed).
9. A tithe of 10% to the Rock.
10. Signed acknowledgement of the Rock Church Statement of Faith.
11. Adheres to policies and procedures as stated in the Rock Church employee handbook.
12. Registered and active in the Rock A.R.M.Y.

Physical Requirements

Ability to function independently and ability to speak. Physically able to lift up to 25 lbs (with or without assistance). This position also may require long periods of standing up and walking.