



ROCK
CHURCH & TRAINING CENTER

Job Description

Position: **Rock U Sending Coordinator**

Reports to: **Rock University Pastor**

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

Department : **Rock University**

Effective: **December 2009**

Replaces: **All Previous**

Position Number: **RC-33-09**

Posting Date: **December 10, 2009**

1st Closing Date: **December 17, 2009**

Position Summary:

The Sending Coordinator provides the leadership and vision for the IMPACT 195 Sending Team that assists students in engaging their life calling and helps send them out to fulfill that calling both domestically and internationally. This assistance includes, but is not limited to: planning future ministry goals, learning effective communication skills and support raising strategies, finding ministry internships, short-term mission opportunities, ministry employment, full-time missionary work, and engaging in successful church planting. This position also networks with ministry partners, missionary organizations and potential employers of Rock U students, and also provides encouragement and assistance to Alumni to find internships and ministry employment. The Sending program also includes the development and management of a missionary sending organization. This position participates in goal setting and strategic planning, and reports to the Rock University Pastor.

Job Responsibilities and Duties:

1. Develop, administer, coordinate, and supervise all functions of Sending and ensure Sending operations reflect a high quality of service.
2. Communicate with ministry partners as requested or desirable to maintain excellent relations and encourage the recruitment and hiring of Rock U alumni. Communicate with parents, students, employers, and faculty to resolve problems or special requests.
3. Work closely with the Services, Teaching, and Doing departments to ensure a seamless experience for students.
4. Market program to students, parents, prospective students and parents, and employers.
5. Develop and manage the Sending budget.
6. Develop and manage missionary support service structure, including pre-launch assistance, in-field support, and re-entry debriefing. financial support, logistical assistance, prayer coverage, and .
7. Work with the Advancement coordinator to conduct fundraising to provide additional resources as needed.
8. Develop and evaluate student learning outcomes, First Destination Survey Report and other measures of activity and success. Develop and evaluate department goals and objectives. Evaluate and plan for development, enhancement, or elimination of department programs and services
9. Recruit and retain a diverse, academically and experientially well prepared staff. Supervise Sending staff; provide and support professional development.
10. Recruit and develop a strong volunteer Sending team to facilitate all those being sent.
11. Represent the Sending Ministry of Rock U and disseminate information to the Rock Church community, the media, and strategic partners as appropriate.
12. Demonstrate exceptional verbal, written, and interpersonal skills in a collaborative, multi-disciplinary environment.

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 Rock University Pastor.

Job Skills and Requirements:

1. Possess a vision for, and an understanding of, a contemporary, entrepreneurial, full-spectrum missions sending organization;
2. Bring an entrepreneurial outlook and eagerness to innovate new solutions as the needs of students and cultural conditions change;
3. Bring to the leadership role a refined, professional style that is collaborative, inclusive, and diplomatic;
4. Have real world entrepreneurial experience that will garner the respect of experienced and talented staff, students, and ministry leaders;
5. Exhibit the qualities of an effective leader, manager, and motivator and a concomitant track record of success;
6. Possess a high degree of emotional intelligence;
7. Demonstrate the ability to partner effectively with the advancement coordinators to garner financial support for the work of the IMPACT 195 sending center (e.g. fundraise, develop church and/or corporate sponsorships, etc.);
8. Understand the role that technology plays in today's cutting-edge student services and how to integrate that in a strategic and cohesive manner to enhance the marketing and "messaging" of IMPACT 195 Sending;
9. Demonstrate a record of superior communication and presentation skills, successful relationship building, and collaboration with other—good at networking;
10. Demonstrate strong leadership and administrative capacity—must be equipped with strategic planning, evaluation and assessment, supervisory, budget management; and follow-through skills;
11. Must be comfortable with and inspire change in leading a dynamic, proactive enterprise—open to trying new ideas and approaches;
12. Understand student development within a Biblical context and demonstrate a commitment to being student-centered;
13. Possess an appreciation for working with highly capable, "high octane" students, as well as for the value the importance of individualized vocational counseling support;
14. Has the ability to work well under short deadlines, think clearly under pressure, manage multiple priorities, recognize and respond to urgent requests, and quickly adjust to changing priorities.
15. Evidence of a strong commitment to a philosophy of ministry consistent with the Rock U's mission.
16. Travel may be required from time to time.

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.