

Job Opportunity



Competitive

Position: Communications Assistant

Job Vacancy Notice#: RC-37-05

Location: The Rock Church – Communications Department

Salary Range: Negotiable Depending on Experience

Employment Category: Regular Full-Time, Non-Exempt

Opening Date: 12 December 2005

Closing Date: Open Until Filled

1st Cut-off date 16 December 2005

Area of Consideration: All Sources

Brief Description of Major Duties: The Communications and Marketing assistant will assist in coordinating Rock Church and Rock Academy publications and advertising. Reports to the Director of Communications. Assists Marketing Coordinator in contacting clients for finalized content for projects. Ensures quality control and compliance with Rock standards for assigned communication or marketing projects. Assists in the coordination of the marketing and promotion request that may include maintaining a project calendar, reviewing submitted content and relaying necessary information within department. Participates in public relation functions such as, preparing and sending press release, coordinating/facilitating media requests and attending appropriate functions. Assists in the coordination, formatting and content editing of bulletin and lesson plan along with other assigned projects. Coordinates materials for information desk and visitor's center.

Qualifications & Requirements: Christ-centered behavior, i.e., treating people with dignity, respect, compassion and integrity at all times. Must possess outstanding business writing skills. Strong organizational skills and the ability to execute multiple projects simultaneously Ability to complete projects with tight/short deadlines. Ability to take the initiative in researching, proposing, and championing new and better ways of communicating messages and brand value. 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. Experienced in conflict resolution, ability to think clearly under pressure. Maintains a Class B driver's license and maintains an acceptable driving record (in accordance with the employee's auto insurance carrier and less than two DMV points on driving record). 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.