

## Job Opportunity



## Non-Competitive

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**Position:** Rock ARMY Assistant

**Job Vacancy Notice#:** RC-39-06

**Location:** Rock ARMY

**Salary Range:** Negotiable Depending on Experience

**Employment Category:** Regular Full-Time, Exempt

**Opening Date:** 18 December 2006

**Closing Date:** 22 December 2006

**Area of Consideration:** All Sources

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**Brief Description of Major Duties:** The incumbent is responsible to assist the Training and Mobilization Pastor in the development of systems and procedures that will place qualified people into all Rock Ministries. This includes the Rock Church, Miles Ahead, the Rock Academy, Rock Sports and any other Rock Ministry yet to come. The incumbent will work closely with other members of the Rock ARMY staff team. The incumbent reports directly to the Pastor of Training and Mobilization. Assist in the enlistment, training and deployment of people into Rock Ministries. Works closely with the Training and Mobilization Pastor to develop a training program that will produce mature and effective believers who are living an evangelistic lifestyle. Work in collaboration with other staff that are creating and overseeing ministries. Assist in the execution of and maintenance of a model that will orient all Rock Ministries attendees in the Rock's mission, vision and values. Assist in the preparation for training up to 10,000 new people during the first year of occupying our new facilities. Conducts personal counseling as schedule allows. General ministry responsibilities such as weddings, funerals, sacraments, etc.

**Qualifications & Requirements:** Christ-centered behavior, i.e., treating people with dignity, respect, compassion and integrity at all times. At least 2 years experience in Biblical studies. At least 2 years experience in Biblical counseling. Demonstrated ability to discern nature and severity of individual situations. Proven ability to work well under pressure and handle multiple tasks simultaneously – including the ability to resolve internal and external conflict. Ability to recognize and maintain confidentiality as appropriate. Ability to work independently or in a team-oriented environment. Excellent customer service skills. Proficient in MS Window operating system, MS Word, MS Excel, Internet E-mail and Internet usage. Strong verbal and written communication skills. Legible writing skills. Strong organizational skills. Self-motivated and flexible. 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.

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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](http://www.therocksandiego.org) and fill out the application and email application and resume to [hr@therocksandiego.org](mailto: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.*