

JOB POSTING – September

Rockharbor Church Mission Viejo

MV Logistics Associate

About Rockharbor

Rockharbor is a non-denominational, multi-campus church with campuses in Costa Mesa and Mission Viejo, CA and Charlotte, NC. Our mission is to, “Build communities to reach every community.” Through our 20+ years as a church, we have always strived to be a church where people are encouraged to follow Jesus, become like Jesus and do what Jesus does. Because of this, we focus strongly on evangelism, biblical community, equipping others, pursuing justice and multiplication.

MV Logistics Associate

To serve as RHMV’s lead for logistical support covering mid-week, weekend and event needs, and to partner with the entire RHMV staff to fulfill the vision of RHMV.

About the position

This position is a regular staff position [10 hours a week]. This position reports to Brian Hill. Staff members are expected to adhere to rockharbor’s leadership guidelines [which can be provided upon request].

How to apply [please read carefully, incomplete applicants will not be considered]

If you are interested in the position, please do the following:

1. Review the job posting in detail, ensuring you meet the minimum qualifications.
2. Submit a COVER LETTER and RESUME to Corrine Smith at jobs@rockharbor.org
3. Once your application has been received, you may be contacted for a phone or in-person interview. Due to the high volume of applicants, please allow us time to review your resume before contacting us on the status of your application.
4. If your application is disqualified, you will be notified via email.

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MV Logistics Associate

Primary purpose of position

To serve as RHMV's lead for logistical support covering mid-week, weekend and event needs, and to partner with the entire RHMV staff to fulfill the vision of RHMV.

Key responsibilities

- Facilities management for weekend services. This will include, but is not limited to:
 - Identify, recruit, and lead volunteer teams responsible for setup and teardown
 - Oversee scheduling of teams
 - Maintain good relationships with staff and administration with our weekend service location
 - Monitor and manage budget for these areas (overseeing lease agreements and bill paying)
- Recruitment, training, shepherding, and appreciation of leaders and volunteers in each of the above-mentioned areas
- Assist RHMV staff with special events (including but not limited to: Christmas, Easter, Summer Events, etc.) with setup, teardown and logistical support
- Develop, oversee, recruit and care for security team for weekend services as well as any other events requiring security

Qualifications

- Intimate and growing personal relationship with Jesus Christ
- Basic computer skills
- Highly administrative
- Leadership, organizational and time management skills
- Cooperative and servant attitude
- Team player
- Strong communications and discretionary skills
- Willing to support policies and leadership of Rockharbor

Supervisor: Brian Hill

Position: Part-time, Regular, non-exempt (hourly)

Campus: RH Mission Viejo

Hours/schedule: 10 hours per wk

Revision date: September 2019

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of Rockharbor.