



**Position:** Rock Program Manager  
**Reports to:** IT Director  
**Supervises:** Data Operations team  
**Classification:** Full-time; exempt  
**Location:** Central offices  
**Organization:** The Church of Eleven22

## **Objective**

This position is responsible to plan and manage the administration and function of The Rock church management software, specifically as it relates to management of Rock optimization projects, database management as well as vendor and contractor coordination, meeting with ministries, managing Rock tickets and manage Data Operations team. This position will work with all ministry areas in the creation of new Rock projects and optimizations. To work in such a way that removes barriers to The Church of Eleven22's vision of being a movement for all people to discover and deepen a relationship with Jesus Christ.

## **Key Responsibilities**

- Take projects from initial discussions, to planning and finally to execution
- Collaborate with all ministry areas regarding program optimization
- Church database management
- Lead Data Operations team
- Vendor and contractor relationship management

## **Competencies**

- Model The Church of Eleven22's mission, vision and core values
- Ability to adapt to change
- Ability to learn and utilize new computer software
- Program management
- Database management
- Strategic thinking
- Reporting and data analysis
- Ability to manage time and workload effectively
- Leading people
- Vendor or contractor management



## **Education and Experience**

- 3-5 years of work experience in any field requiring a high level of decision making
- Experience managing projects
- Experience in leading people and teams
- Bachelor's degree in a related field preferred

## **Position Type/Expected Hours of Work**

This is a full-time position. Days and hours of work may vary depending on church need.

## **Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

## **Physical Demands**

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.

## **Code of Conduct**

1. We live authenticity
2. We are gospel-centered and mission-focused
3. We are family
4. We are life-long learners
5. We aim for excellence in the experience with zero excess
6. We choose to trust
7. We pray 1<sup>st</sup> and decide 2<sup>nd</sup>
8. We glorify God by honoring others
9. Our team unites under clear vision
10. We walk in humble confidence

## **EEO Statement**

The Church of Eleven22 provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, age, sex, national origin, disability status, genetics, protected veteran status or any other characteristic protected by federal, state or local laws. The Church of Eleven22 reserves the right to discriminate on the basis of religion to the full extent permitted by law.