



Position Available at Grace Polaris Church

POSITION TITLE

Administrative Assistant

WORKING HOURS

Full-Time (Monday–Friday, 9:00 a.m.–5:00 p.m.) or Part-Time

SALARY RANGE

Compensation for this position is based on education and/or experience.

DESCRIPTION

Grace Polaris Church exists to honor God by multiplying devoted followers of Jesus through worship, community, training, and witness. This administrative assistant position will represent Grace by welcoming and assisting all members and guests by greeting visitors and answering phone calls. Additionally this position will support other admins and church staff as needed.

QUALIFICATIONS

- Affirms and embodies Grace Polaris Church beliefs and values.
- Growing Relationship with God that bears evidence of Christian maturity in attitude, action, and speech.
- Minimum one year experience as an admin in a school, church, or business environment.
- High school diploma required, bachelor's degree preferred.
- A solid work ethic with a high level of flexibility, willingness to help others as needed, and ability to move quickly from task to task.
- Great attention to detail and ability to keep accurate records.
- Working knowledge of Microsoft Office and ability to learn Church Teams (Management software).

RESPONSIBILITIES

ADMINISTRATION

- Answer main church phone line and assist callers or redirect to appropriate staff member.
- Welcome guests at the secured front door by utilizing camera and phone.
- Receive deliveries and re-route as necessary.
- Receive and maintain the monthly time away calendar.
- Assist pastors/directors with scheduling room requests.
- Submit facility requests to service ministries on behalf of others.

COMMUNICATIONS

- Manage and prepare the monthly death anniversary cards and memos.
- Manage and prepare cards to have staff sign as needed.
- Facilitate weekly worship program and DVD mailings to shut-in members.

EVENT PLANNING AND COORDINATION

- Assist with planning special events for staff under the direction of the HR Director.
- Facilitate ice cream event when a staff member leaves.

PURCHASING

- Maintain kitchen supplies with co-purchasing with other staff.
- Manage staff office supply ordering and maintain the supply room.
- Manage the staff stamp sales and do bi-annual sales report.

CARE MINISTRIES BACKUP

- Be available to answer questions about care ministries when needed.
- Help with care ministry administration when regular admin is away.
This includes the daily hospital report, weekly family news information, and planning funerals.

OTHER

- Order books as needed.
- Provide backup to other administrative assistants as needed.
- Special projects for women's ministries as needed.

INSTRUCTIONS

If you are interested in joining our team in this position, please fill out the application for employment online or download the application and email it to Human Resources Director Mindee Berg (Mindee.Berg@GracePolaris.org).

Application for Employment

Personal Contact Information

FIRST NAME

MIDDLE NAME

LAST NAME

CURRENT STREET ADDRESS

CITY

STATE

ZIP

YEARS AT THIS ADDRESS

PHONE NUMBER

CELL PHONE NUMBER

EMAIL ADDRESS

General Information

For what position are you applying?

Time Classification: Full time Part time

Date available to begin work: _____

Desired rate of pay: _____

Pay Schedule: Hourly Weekly Annually

Are you a US citizen? Yes No

Have you ever been bonded? Yes No

If yes, explain:

Were you previously employed at Grace Polaris Church?

Yes No

If yes, when?

List any friends or relatives who work for Grace Polaris Church.

Why do you desire to work for Grace Polaris Church?

Would you be willing to have a physical examination before becoming employed?

Yes

No

Have you ever been indicted for, convicted of, or plead guilty to child abuse or a crime involving actual or attempted sexual molestation of a minor?

Yes

No

Have you ever been convicted of a felony?

Yes

No

Personal Testimony

Write a short statement on the foundations of your Christian faith.

What church do you attend?

Are you a member of that church?

Yes

No

How long have you attended that church?

Educational Background

HIGH SCHOOL NAME & ADDRESS

COURSE OF STUDY

NUMBER OF YEARS COMPLETED

UNDERGRADUATE SCHOOL NAME & ADDRESS

COURSE OF STUDY

DIPLOMA / DEGREE

NUMBER OF YEARS COMPLETED

GRADUATE SCHOOL NAME & ADDRESS

COURSE OF STUDY

DIPLOMA / DEGREE

NUMBER OF YEARS COMPLETED

TECHNICAL SCHOOL NAME & ADDRESS

COURSE OF STUDY

DIPLOMA / DEGREE

NUMBER OF YEARS COMPLETED

Work Experience

Start with your present or most current occupation.

OCCUPATION TITLE

EMPLOYER

ADDRESS

TELEPHONE NUMBER

SUPERVISOR

DESCRIBE RESPONSIBILITIES

DATES EMPLOYED

REASON FOR LEAVING

May we contact this employer?

Yes

No

OCCUPATION TITLE

EMPLOYER

ADDRESS

TELEPHONE NUMBER

SUPERVISOR

DESCRIBE RESPONSIBILITIES

DATES EMPLOYED

REASON FOR LEAVING

May we contact this employer?

Yes

No

OCCUPATION TITLE

EMPLOYER

ADDRESS

TELEPHONE NUMBER

SUPERVISOR

DESCRIBE RESPONSIBILITIES

DATES EMPLOYED

REASON FOR LEAVING

May we contact this employer?

Yes

No

Specialties & Training

Describe any specialized training, skills, extracurricular activities, volunteer work, etc.

References

Do not include family members or past supervisors.

NAME

PHONE NUMBER

BEST TIME TO CALL

OCCUPATION

NAME

PHONE NUMBER

BEST TIME TO CALL

OCCUPATION

Applicant's Statement

I hereby certify that the information given in this application is true and complete.

I understand that providing false or misleading information given in my application or interviews may result in discharge.

I authorize investigation of all statements contained in the application for employment as may be necessary in arriving at an employment decision. I give my permission to Grace Polaris Church and its agents to contact all of the references, and obtain information about (but not limited to) credit, criminal background, and driver's record. I release Grace Polaris Church and its agents from liability for relying on any information received during the application and interviewing process. I also release all employers and individuals from liability for furnishing the information about me.

I understand and acknowledge that any employment relationship with the organization is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge the employee at any time with or without cause. It is further understood that this "at will" employment may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

I agree that for so long as I am employed, I will conform my conduct to the rules of the organization.

I am in agreement with the Charis Commitment to Common Identity, the Charis Fellowship Position Statements, and the Grace Polaris Church Position Statements as published online at [GracePolaris.org/Beliefs](https://www.gracepolaris.org/Beliefs), with the following exception(s):

SIGNATURE OF APPLICANT

DATE

As a church and nonprofit organization, we are exempt from the Unemployment Compensation Act. We are an Equal Opportunity Employer.