



Office Administrator Job Description & Application

- 1. Character:**
 - Professing Christian
 - Trustworthy
 - Pleasant/Courteous
 - Patient
 - Mature
 - Team-oriented
- 2. Skills:**
 - Answering the Phones
 - General Computer Skills
 - Proficiency in Microsoft Office
 - Ability to communicate using the Internet & Email
 - Editing & Printing capabilities
 - Basic Accounting & Check-paying abilities
- 3. Responsibilities:**
 - Creating, printing and mailing the weekly newsletter;
 - Pulling all music and creating music packets for the worship team;
 - Creating a power point presentation for Sunday morning worship and Sunday School;
 - Creating and printing the bulletin for Sunday morning worship;
 - Maintaining the church database;
 - Maintaining the church calendar;
 - Maintaining the website, hosting and church email;
 - Filing;
 - Copying;
 - Office tasks such as stocking supplies, answering phones, coordinating events, etc.;
 - Processing bills in conjunction with the Treasurer and Finance Committee;
 - Supporting all church ministries.
- 4. Hours:** Up to 30 hours per week
- 5. Wage:** To be discussed during the interview process
- 6. Goal:** To hire someone by July 15, 2006
- 7. Review:** Along with all other staff at the church, an annual performance and wage review will take place at the end of each calendar year by the elders of Crossroads Community Church.

If you are interested in this position, please submit this application to Assistant Pastor Keith Doane at the church office (485-2175).

Date of Application: _____ / _____ / _____

Name: _____

Address: _____

Home Telephone: _____

Cell Phone: _____

Email: _____

Are you a professing believer in Jesus Christ as Savior and Lord? Yes No

If so, then briefly share with us your Christian testimony:

Are you a member of a church? Yes No

If so, which church and where? _____

Record of Education:

High School:	Name of School & Phone	Dates Attended	Did you graduate?	Degree/Diploma Received	Major/Course Studies
Technical:	Name of School & Phone	Dates Attended	Did you graduate?	Degree/Diploma Received	Major/Course Studies
College/University:	Name of School & Phone	Dates Attended	Did you graduate?	Degree/Diploma Received	Major/Course Studies

Employment History: *most recent*

Dates of Employment (Month/Year): From: To:	Position:	Rate of Pay:
Company Name:	Type of Business:	Phone Number:
Address:	Name & Title of Supervisor:	Your Name at the Time:
Responsibilities:	Reason for Leaving:	If still employed, may we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Have you ever been discharged from any position? Yes No

If yes, please give reason(s): _____

Have you ever been convicted of a felony: Yes No

Please list any special skills or abilities which you have relating directly to this job:

Why are you interested in this position?

References:

Name	Address	Phone	Years Known
Name	Address	Phone	Years Known