



331 Anderson Ferry Road | PO Box 180 | Marietta, PA  
17547

## Job Posting

**Position:** Interim Administrative Assistant

Interested persons should submit the following information:

Application  
Resume

Submissions should be returned to:

Community Bible Church Office  
PO Box 180  
Marietta, PA 17547  
office@cbcpa.org  
717.426.3921 (fax)

Due by: Sunday, May 6, 2018

# PERSONNEL APPLICATION

Position being applied for: \_\_\_\_\_

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

How may we contact you (telephone/email/etc)? \_\_\_\_\_

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

## RECENT EMPLOYMENT HISTORY

*Provide the last three positions held*

### Current or Last Employer

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ to \_\_\_\_\_

Position Held: \_\_\_\_\_

Briefly Describe Your Responsibilities: \_\_\_\_\_

May we Contact Them? Yes \_\_\_\_\_ No \_\_\_\_\_

### Previous Employer

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ to \_\_\_\_\_

Position Held: \_\_\_\_\_

Briefly Describe Your Responsibilities: \_\_\_\_\_

May we Contact Them? Yes \_\_\_\_\_ No \_\_\_\_\_

### Previous Employer

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ to \_\_\_\_\_

Position Held: \_\_\_\_\_

Briefly Describe Your Responsibilities: \_\_\_\_\_

May we Contact Them? Yes \_\_\_\_\_ No \_\_\_\_\_

## EDUCATION AND TRAINING

High School \_\_\_\_\_ Years Completed \_\_\_\_\_

List Other Education/Training/Degrees \_\_\_\_\_

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## REFERENCES

Because of the nature of the positions and ministries of this church, the verification of the character of employees is a necessity. If you cannot respond to any of the questions below, please provide an explanation.

Do you have any medical or health problems that will affect the accomplishment of the work being applied for?

Community Bible Church is an equal opportunity employer and will make accommodations for qualified employees.

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain:

Do you have any personal responsibilities or problems that may affect your daily attendance?

Work schedules for ministerial professionals will be assigned by the senior pastor or ministry supervisor.

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain:

Have you participated in a Drug or Substance Abuse program or been convicted for the possession or use of any narcotic or controlled substance?

Employees will be required to acknowledge restrictions to drug and alcohol abuse during employment.

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain:

Have you ever been convicted of child molestation or any other felony regarding child abuse or have been ordered by a court or law enforcement agency to register as an offender?

All employees who have contact with children (ages birth to 18 years) will have police record checks conducted as part of the routine employment process.

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain:

Will you have difficulty reading instructions and other material that pertains to your job in the English language?

Documents at Community Bible Church are usually provided in English. If you need those instructions in another language please indicate that language:

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain:

**Provide the names, addresses, and telephone numbers of two character witnesses other than former employers:**

1. \_\_\_\_\_

2. \_\_\_\_\_

***I understand that this application may be withdrawn or my employment terminated if I have made any misrepresentation on this form.***

***I authorize the church to contact all references (unless otherwise noted) to seek job-related information about me. This may include former employers, character references, police files, and credit files. I release the church and all other persons or companies from liability for furnishing such information.***

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Signature of Applicant

Printed Name of Applicant

Date of Application

Position Title: Interim Administrative Assistant  
Reports to: Adult Ministry Administrative Assistant  
Status: Part-time (15 hours per week)  
FLSA Classification: Non-exempt  
Creation/Revision Date: March 7, 2018; April 3, 2018

### **SUMMARY**

The Interim Administrative Assistant supports the organization of the Community Bible Church Office and works in conjunction with the Senior Pastor, Adult Ministry Administrative Assistant, and volunteers.

### **ESSENTIAL FUNCTIONS**

- Work closely with the current administrative assistant team to meet the needs of the Body of Christ who call CBC their church home.
- Support, promote, and align job performance with CBC's vision, Statement of Faith, and doctrinal statement in order to further God's work here on earth through the Body at CBC.
- Support the functions of the Adult Ministry Administrative Assistant.
- Provide primary phone coverage for the office during assigned hours.
- Make copies and provide document preparation for electives, Life Groups, and Adult Ministry meetings and events.
- Assist with invitations and document preparation for Dessert Night with Pastors.
- Track and maintain Sunday attendance records.
- Assist in preparation of quarterly attendance reports.
- Prepare and send letters to new guests.
- Input guest and new member information into the church database.
- Coordinate the supply and distribution of Guest Connection Cards and Prayer Cards.
- Maintain church mailboxes and make appropriate updates to the church database.
- Oversee distribution of Daily Bread devotionals.
- Pick up and distribute items from the Church Office mailbox.
- Listen to and distribute general Church Office phone messages.
- Serve as the backup for the Administrative Assistant for Adult Ministry.
- Other duties as assigned.

### **NON-ESSENTIAL FUNCTIONS**

- Provide assistance with greeting guests during scheduled hours.
- Provide assistance with other ministry area overflow work when sanctioned by Senior Pastor.

### **QUALIFICATIONS**

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made.

#### Education and/or Experience

High school diploma is required plus two years of office experience or equivalent combination of education and experience.

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**Other Skills, Abilities, and/or Training**

- Must have a working knowledge of computers and software specific to Community Bible Church, including:
  - Microsoft Office Programs including Publisher, Word, Excel, PowerPoint, Outlook
- Experience in database management preferable.
- Must have excellent grammar, writing, and proof reading skills.
- Must be able to communicate in a clear and personable manner.
- Must be able to work in a team environment, as well as take initiative to follow through on individual tasks.
- Must have excellent organizational and administrative skills.
- Must have the highest standard of excellence yet flexible to the abilities and time constraints of given conditions.
- Demonstrate passion for the people of CBC; customer-service orientation.

**PHYSICAL DEMANDS**

- Regularly required to remain seated in a normal position for long periods of time
- Occasionally required to stand for long periods of time
- Regularly required to move about
- Regularly required to climb stairs and/or ladders
- Regularly required to maintain balance while walking, standing, crouching, or running
- Occasionally required to stoop, kneel, crouch, and/or crawl
- Occasionally required to reach up and out with hands and arms
- Regularly required to talk and hear; verbally express information or instructions
- Regularly required to use hands to grasp objects, type, pick up objects, move objects, or hold objects
- Occasionally required to lift up to 25 pounds and carry a distance of 10 feet
- Occasionally required to push and/or pull up to 25 pounds a distance of 10 feet

**VISION REQUIREMENTS**

To successfully perform this position, individuals must possess the following:

- Close vision (clear vision at 20 inches or less)
- Depth perception and the ability to judge distances and spatial relationships
- Adjustable focus
- Ability to distinguish colors

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job.

The individual is regularly exposed to indoor conditions and moderate noise level; the individual is occasionally exposed to outdoor weather and temperature extremes.

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