OFFICE MANAGER

GRACE LUTHERAN CHURCH

ADA, MN

Position Title: Office Manager

Qualifications: Excellent verbal and written communication skills; ability to work with efficiency; computer and typing skills; ability to work with a diverse group of people and organizations; and exhibit ability to foster a positive work environment.

Summary: The office manager works directly with pastors, staff, members and organizations to receive, edit and disburse information in a variety of ways including maintaining a central calendar, social media posts, radio and newspaper. The office manager is also responsible to reports, record-keeping and inventory of church supplies and needs.

Application Information: Please send resume and letter of interest to Grace Lutheran Church, 110 3rd Ave. E., Ada, MN 56510. Position open until filled.

**Grace Lutheran Church**

110 3rd Ave. E.

Ada, MN 56510

218-784-4010

We are an Equal Opportunity Employer and fully subscribe to the principles of Equal Employment Opportunity. Applicants and/or employees are considered for hire, promotion and job status, without regard to race, color, religion, creed, sex, marital status, national origin, age, physical or mental disability.

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of application\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State\_\_\_\_\_\_Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone (home)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (cell)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **GENERAL INFORMATION:**

Are you able to perform the essential job functions of the position for which you are applying with or without reasonable accommodation? Yes No

Have you been convicted of any felonies other than minor traffic violations during the past seven years? (A criminal record or a conviction will not automatically bar employment, but will be considered only as it reasonably relates to your fitness to perform in the position for which you are applying.) Yes No If yes, explain:

1. **EDUCATION AND TRAINING:**

|  |
| --- |
| Circle last grade completed - grade 1 2 3 4 5 6 7 8 9 10 11 12 college 1 2 3 4 Masters \_\_\_\_\_ Doctorate \_\_\_\_\_ |
| **Name & Address of school** | Major Course studied | Graduated or degree (Y or N) | Average Grade |
| Last High School Attended/Address: |  |  |  |
| College or University/Address: |  |  |  |
| Other School (Technical, Vocational, Graduate, etc.) /Address |  |  |  |

1. **SKILLS:** Please list any skills you have that are appropriate for the position you are applying for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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If required, will you work? Evenings: Yes No Saturdays: Yes No

 Sundays: Yes No

Position applying for, be specific: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 State fully why you believe you are qualified for this position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**SKILLS CONTINUED:**

INTERESTS/ACCOMPLISHMENTS: You may wish to list significant experience, interests & accomplishments gained while working as a volunteer or as a hobbyist that may be useful in the position(s) you are seeking. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| Date you can start / / |

**EMPLOYMENT HISTORY** Starting with your PRESENT or MOST RECENT EMPLOYER list in consecutive order ALL EMPLYMENT for at least the past **TWO** employers. If currently employed, may we contact your employer? Yes No

**PRESENT OR MOST RECENT EMPLOYER**

|  |  |
| --- | --- |
| **FULL NAME OF COMPANY (AREA CODE) TELEPHONE** | **EMPLOYED****FROM MO/YR****TO MO/YR** |
| **STREET ADDRESS CITY STATE ZIP** | **REASON FOR LEAVING:** |
| **NAME & TITLE OF SUPERVISOR TITLE OF YOUR POSITION** |
| LIST JOBS HELD, DUTIES PERFORMED, SKILLS USED, AND PROMOTIONS WHILE EMPLOYED AT THIS COMPANY: |
| **FULL NAME OF COMPANY (AREA CODE) TELEPHONE** | **EMPLOYED****FROM MO/YR****TO MO/YR** |
| **STREET ADDRESS CITY STATE ZIP** | **REASON FOR LEAVING:** |
| **NAME & TITLE OF SUPERVISOR TITLE OF YOUR POSITION** |
| LIST JOBS HELD, DUTIES PERFORMED, SKILLS USED, AND PROMOTIONS WHILE EMPLOYED AT THIS COMPANY: |
| **LIST 3 REFERENCES** |
| **NAME ADDRESS PHONE EMAIL** |
| **NAME ADDRESS PHONE EMAIL** |
| **NAME ADDRESS PHONE EMAIL** |

**READ CAREFULLY:** I certify that the information contained in this application is correct to the best of my knowledge and understand that any misstatement or omission of information may result in denial of employment or discharge. I authorize the references above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_