



Administrative Assistant

Part-time position assisting the BBC staff to fulfill ministry objectives with administrative and organizational tasks — 12 hours/week

Qualifications: Candidate exhibits a growing Christlike character within all spheres of their life. The applicant shall personally demonstrate: integrity, self-control, humility, joy, compassion, authenticity, and strong relational skills. Candidate should exhibit strong organizational and administrative skills with an understanding of sensitivities of vocational ministry.

It is paramount that he/she desires to be united in the vision and ministry application of Becker Baptist Church. Applicants must fully affirm Becker Baptist's statement of faith and become a member of the church.

Responsibilities: The main objective of this position is assist the ministry of Becker Baptist Church to effectively and efficiently fulfill its mission to know Christ, make Him known. This will be displayed by:

- *Office Reception:* Answer phone calls and direct as needed; manage voicemails; direct office visitors.
- *Facility Use:* Coordinate and manage facility requests and calendar; field and disseminate requests of facility users.
- *Administrative Support:* Manage ministry data; assist with ministry purchases. Respond to emails/forward to appropriate party; manage the prayer chain email.

Allocation of Hours:

Much of the work to be done for the Administrative Assistant will be supporting the ministry of BBC through the office. This is office-specific work and the Administrative Assistant will be expected to be in the office Tuesday, Wednesday, and Thursday from 10:00am — 2:00pm. Staff meeting will be Tuesday 10:15am.

Work/Education Requirements:

- A growing relationship with Jesus Christ and supports the mission and doctrine of Becker Baptist Church.
- Strong organizational and administrative skills.
- Ability to manage multiple priorities with attention to detail.
- Proficiency with Microsoft Office or Google Workspace;

Compensation and Benefits: The compensation will be paid at the rate of \$15/hr. As a part-time position, vacation time will be addressed upon terms of employment and adhering to all employment regulations.

To Apply:

Open until filled. Pick up application from <http://www.beckerbaptist.org/#/home/job-posting> · Complete and return the following to careers@beckerbaptistchurch.org:

- Typed cover letter
- Current resume
- Employment application and additional questions (page 6 below)
- Any written references you may have



Becker Baptist Church
11951 Hancock Street, Becker, MN 55308
office@beckerbaptist.org
beckerbaptist.org
763.261.4202

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First Middle

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Date Available: _____ Social Security No.: _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Are you 18 years of age or older? YES NO Date of birth: _____

Driver's license # / Issuing state: _____

Have you ever been convicted of a crime? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma : _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other : _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References (3 required)

Please list three professional references.

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable,
explain: _____

In Case of Emergency, Notify:

Name: _____ Phone: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

Criminal Background Investigation Authorization

I authorize Becker Baptist Church, First Advantage and their agents to investigate my background as it pertains to employment considerations. The investigation encompasses information contained in public records, including any criminal records. I release all persons, companies, or corporations furnishing such information from liability and responsibility.

Signature: _____ Date: _____

In addition please answer the following:

Personal Testimony:

Background and current involvement in churches:

Calling into this type of pastoral ministry:

Interests and passions that draw you to this role:

Qualifications for the role being applied for:

Something interesting about you that you would like us to know: