



123 Some Street, Halifax NS B0B 0B0 1-902-555-5555 www.church.com

EMPLOYMENT OPPORTUNITY

Title: *The title of the job being offered*

Example – Choir Leader

Employer: *Your church name*

Example - ABC Church

Location: *Where the job is located, and where must applicants be from*

Example – 123 Some Street, Halifax

Terms: *Enter information for job terms*

Examples - Full-time, part-time, seasonal, etc.

Church Profile: *Add a description about your church - approximately 5-7 sentences. Include anything that would positively entice a potential candidate. What differentiates you from other employers? Describe the type of church community and environment the employee will be working in.*

Job Description: *Add a clear description of the role for which you are advertising, include all tasks required to be completed as well as daily and weekly duties. Be specific about who the employee will report to, who they will work with, etc.*

Qualifications: *List all skills, experience and education required for the job.*

Example Experience:

- 2-4 years as a leader in a church setting, or
- 3 years playing piano and leading choir

Example Education

- High school level or College level, etc

Example Skills

- Strong communication skills to confidently explain information
- Organizational skills to effectively process registration forms
- Self-confidence to approach potential new members

Working Environment: *List what the expected standard working conditions and working hours will be for the employee.*

Example Environment

- office environment, or warehouse setting
- noise level is usually moderate
- safety shoes required

Example Work Hours

- 8-hour shift
- 7:00 am-3:00 pm
- Monday to Friday

Application Process: Explain what steps are necessary for the applicant to take to apply for the job.

Example - If you are interested in this opportunity, please forward your resume to the hiring committee at careers@abcchurch.com OR attach your application form to this job listing and request the applicant complete and return the application along with resume and any other necessary paperwork. Be sure to include any requests for child abuse registry, criminal record check, medical check, etc.

Final Remarks – Caveats: Be sure to include any of the following:

ABC Church would like to thank all applicants, however only those who qualify for an interview will be directly contacted for follow-up.

ABC Church is an equal opportunity employer.