



EMPLOYMENT APPLICATION

POSITION: Development-PR Assistant (part-time)

Ann Arbor Christian School
Attn: Head of School
5500 Whitmore Lake Road
Ann Arbor, MI 48105
(734) 741-4948 | (734) 929-6629 fax
www.AnnArborChristian.org

Instructions for interested candidates:

Complete this application.

Candidates must be able to sign our school's statement of faith.

Also include: a cover letter, a current résumé, the attached pastor's recommendation form, a copy of college and university transcripts, and at least two letters of recommendation.

Mail to the above address.

Provide samples of your design work or create and submit the following: An admission open house flyer, a save-the-date post card for a fundraising dinner, and t-shirt for volleyball camp.

The Christian School Association of Ann Arbor shall admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national origin or ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs, including the Association's membership and hiring practices.

Date _____

Name _____

Phone _____

Address _____
(Number and Street) (City) (State/Province) (Postal Code)

E-mail _____

Development-PR Assistant for the Head of School | Job Description

As the school strives to develop a culture of giving and to increase enrollment, Ann Arbor Christian is seeking an individual who is passionate about and skilled in providing administrative and logistical support to the Head of School in his efforts to strengthen these two critical areas of the school. Possessing strong interpersonal and communication skills, the Development-PR Assistant will work closely with the Head of School in supporting his work and the work surrounding development and public relations.

Qualifications:

- At least a Bachelor's degree
- Strong interpersonal and communication skills, including strong writing skills
- Strong organizational and time management skills
- Solid understanding of technology integration with project management systems (e.g., Google Drive, Dropbox, Evernote, Basecamp, Slack)
- Proficient in basic functions of Word, Excel, and PowerPoint
- Clear ability to safeguard confidential data
- Proficient in graphic design (e.g., able to use Adobe Illustrator, InDesign, and Photoshop) (preferred)
- Social media savvy (preferred)
- Experience in public relations and development (preferred)
- Strong personal faith in Jesus Christ

Communications

- Assists with development phone calls (e.g., thank you calls, reporting calls, follow-up calls)
- Assists with drafting letters
- Proofreads and edits memos, articles, emails, letters, and other documents
- Coordinates the Beacon newsletters
- Works with the office to fill missing data in donor and alumni database
- Assists with website updates
- Assists with social media postings
- Follows up with people to get information, updates, or particulars for various projects (e.g., email follow up from meetings, providing information needed or requested, action items, reminders for things, setting up next meetings)
- Organizes data on project management sites (e.g., Google Drive, Dropbox, Basecamp, Evernote, Slack) for Head of School and for others
- Assists with the design and production of high-quality marketing or development materials
- Confirms and arranges appointments, locations, details
- Organizes materials of prospective employees

Board Development Task Force Support & PR-Development Committee Support

- Assists projects being worked on by the Task Force or PR-Dev Committee

Event Planning

- Assists with the planning of events related to development (e.g., cocktail event or auction) or admissions (e.g., open house), such as guest list creation, RSVP tracking, and talking to vendors.
- Before going into meetings, remind Head of School of key things to know

Project planning

- Assists with creating various project calendars (e.g., donor calendars)
- Gathers needed development summaries, updates, and reports from the business office

Admissions

- With training, assists with tours
- Follow up communications with prospective families

EDUCATION/TRAINING

	Name and location (City/State/Province) of school from which you graduated	Was this a Christian school?	How long did you attend?	Date of graduation
High School				
College or University	Name and location (City/State/Province) of school you attended	How long did you attend?	Date of graduation	Degree received

College major(s) _____

College minor(s) _____

RELEVANT WORK EXPERIENCE

Name, location and phone number of school(s) in which you have taught/directed (most recent first)	Was this a Christian school?	Grade(s) and/or subject(s) taught	Number of years you were there	Dates (years) you were there

REFERENCES

Name	Address	Telephone	Working Relationship to Applicant
			Professional
			Professional
			Personal/Professional
			Personal

Church affiliation (denomination): _____

Skills and interests: _____

ADDITIONAL QUESTIONS

In order to better assess the match between the candidate and the school, we ask all applicants to respond to the following questions. Please type your responses and attach them.

1. Why are you interested in this position?
2. When you read our school's mission statement, what does it mean to you and how does this position support the mission? *In partnership with Christian families, Ann Arbor Christian School offers Christ-centered, academically excellent education that challenges students to live and act in society as committed followers of Jesus Christ.*
3. What are some traits of a highly effective marketing strategy? What are some traits of an ineffective marketing strategy?
4. What personal strategies or systems do you employ to stay organized?
5. If you did not answer this in question 2, how would you integrate your faith into this role?
6. Besides what is listed on your résumé, what work or life experiences will contribute to your effectiveness in this role?

By signing this application, you confirm that the information provided is accurate and that you are wholeheartedly able to sign our school's statement of faith.

Signature of applicant

Date

Revised: 3/2014

A Livescan fingerprint clearance is required for all new AACS employees. In the absence of a copy of a recent (within two years) fingerprint clearance, the applicant should contact the Washtenaw Intermediate School District at (734) 994-8100 or another Livescan vendor to schedule a fingerprint scan. The TCN number issued at the time of the fingerprint session is needed by the school in order to move ahead in the application process until the actual results (which will be mailed within a week or two) are sent to you. At that time, you need to provide AACS with a copy of the fingerprint clearance document that they send you. Please either put your TCN number here _____, or attach a copy of your Livescan results.



Ann Arbor Christian School CRIMINAL HISTORY AUTHORIZATION WAIVER OF LIABILITY AND RELEASE OF CLAIMS

As a prospective employee of Ann Arbor Christian School, I authorize Ann Arbor Christian School to request from the Criminal Records Division of the Department of State Police and the Ann Arbor Police Department a criminal history check prior to an offer of employment using the information below:
LEGAL NAME:

Please Print: Last First Middle

Maiden Name/Names Previously Used: _____

Birthdate: _____ / _____ / _____

Ethnicity: _____

Gender: M F

Social Security Number: _____

Drivers License Number: _____

I understand that the above information is required by the Central Records Division of the Michigan State Police, Lansing, Michigan and the Ann Arbor Police Department, Ann Arbor, Michigan. I hereby release and forever discharge Ann Arbor Christian School and its employees, the State of Michigan and its employees, the City of Ann Arbor and its agents, officers, and employees from any and all actions, causes, claims and demands for, upon or by reason of any damage, loss or injury, which may be sustained by me in nature of libel, slander, invasion of privacy or other resulting from errors or omissions in the information given or from the use of the information, whether by reason of unauthorized use, negligence or otherwise.

Signature of Prospective Employee Date

Position(s) Applying For

Witness Date

- continues on next page -

STATE LOCAL CHECK 2/10

I, _____, represent that (check one):

_____ 1. I have not been convicted of, or pled guilty or no lo contendere (no contest) to, any crimes (other than minor traffic violations, if any).

_____ 2. I have been convicted of or pled guilty or no lo contendere (no contest) to the following crimes (use separate sheet to explain nature of conviction, date and court):

A. _____

B. _____

C. _____

I understand and agree that:

(1) Ann Arbor Christian School must request a criminal history check on me from the Central Records Division of the Michigan Department of State Police;

(2) until that report is received and reviewed by the school, I am regarded as a conditional employee/substitute; and

(3) if the report received from the Department of State Police is not the same as my representation(s) above, respecting either the absence of any conviction(s) or any crimes of which I have been convicted, my employment status is voidable at the option of the school.

Signature

Date



Ann Arbor Christian School

5500 Whitmore Lake Road | Ann Arbor, MI 48105 | (734) 741-4948

www.annarborchristian.org

PASTOR'S RECOMMENDATION

Dear Pastor:

_____ has applied to be the Development-PR Assistant at Ann Arbor Christian School. Since we are a Christian school interested in a consistent relationship between the home, school, and church, we are asking you to complete this form and return it directly to the Head of School at your earliest convenience. Feel free to type and attach your responses. Thank you for your time.

1. Does this person hold membership in your church? Yes No

If so, are there other family members who attend/hold membership in your church? Please explain.

2. Approximately how long has this person been active in your church?

3. Is s/he involved in church activities other than attending worship services? Yes No

4. How would you describe this person's commitment to Christ and His church?

5. We believe that education is an extension of the Christian home. What is your impression of his/her family life? How would you describe the person's family relationships?

6. On the backside, please add any further comment that may be helpful.

Pastor's Name (print)

Pastor's Signature

Name of church

Address and telephone

Please check one:

- The above information is strictly confidential.
 The above information may be shared with the applicant.
 Please call me to discuss this person's application.

STATEMENT OF FAITH

Taken from BY-LAWS, ARTICLE II: PRINCIPLES AND OBJECTIVES

[a] A prime objective of the Association will be to instruct children in cooperation with the home as creatures of God in such a manner to equip them for living the Christian life as members of the Christian community in contemporary society.

[b] The basis of the Association is the Old and New Testaments of the Holy Bible, the infallible Word of God, as summarized in the Apostles' Creed. (The Association is not an ecclesiastical body nor is it subject to any ecclesiastical organization. It is governed by its members.)

[c] The organization is committed to the following basic principles for Christian education:

The Bible. That God by His Holy Word reveals Himself; renews our understanding of God, of ourselves, of our neighbors, and of the world; directs us in all our relationships and activities; and, therefore, guides us also in the education of our children.

Creation. That in their education children must come to learn that the world, and their call in it, can rightly be understood only in their relation to the Triune God, who by His creation, restoration, and governance directs all things to the coming of His kingdom and the glorification of His name.

Sin. That sin brought upon all people the curse of God, alienating us from our Creator, our neighbor, and the world. Sin thus distorts our view of the true meaning and purpose of life, misdirects human culture, and also affects the education of children.

Jesus Christ. That through our Savior, Jesus Christ, there is renewal of our educational enterprise because He is the Redeemer of, and the Light and the Way for, our human life in all its range and variety. Only through Him and the work of His Spirit are we guided in the truth and recommitted to our original calling.

Schools. That the purpose of Christian schools is to educate children for a life of obedience to their calling in this world as image-bearers of God; that this calling is to know God's Word and His creation, to consecrate the whole of life to God, to love one another, and to be stewards of God's world.

Parents. That the primary responsibility for education rests upon parents to whom children are entrusted by God, and that Christian parents should accept this obligation in view of the covenantal relationship which God established with believers and their children. They are encouraged to discharge this obligation through school associations and school boards which engage the services of Christian teachers in Christian schools.

Teachers. That Christian teachers, both in obedience to God and in cooperation with parents, have a unique pedagogical responsibility while educating the child in school.

Students. That Christian schools must take into account the variety of abilities, needs, and responsibilities of young persons; that the endowments and calling of young persons as God's image-bearers and their defects and inadequacies as sinners require that such learning goals and curricula will be selected as will best prepare them to live as obedient Christians; and that only with constant attention to such pedagogical concerns will education be truly Christian.

Community. That because God's covenant embraces not only parents and their children but also the whole Christian community to which they belong, and because Christian education contributes directly to the advancement of God's kingdom, parents and the Christian community are encouraged to establish and maintain Christian schools, to pray for them, work for them, and to contribute generously toward their support.

Educational Freedom. That Christian schools, organized and administered in accordance with legitimate standards and provisions for day schools, should be fully recognized in society as free to function according to their principles.

In the spirit of truth and love, the school also affirms:

- The sanctity of life and that it is pro-life
- That God has defined marriage as the solemn union of one man and one woman and that the beauty of sexual intimacy and the blessing of the living together are designed to be exclusive to that union.

Signature

Date