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Tuesday, August 10, 2021

Volume LXVI No. 32

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THE AD-VISOR

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All Things New Therapy seeks a Client Experience Coordinator in their Orange City Office to take responsibility for the daily operations of their organization. This individual should be task oriented, people-centric, organized, and create a warm and welcoming atmosphere. This position will be a part of the team that is committed to excellence and the well being of both perspective and current clients.

If you are interested in joining this Faith based, client focused organization please submit your resume to office@allthingsnewtherapy.org



ALL THINGS NEW THERAPY SERVICES, INC.
Creating from heart, living in hope



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EOE

American Reformed Church in Orange City, Iowa, is seeking

3 PERSONS TO JOIN OUR STAFF TEAM


Candidates will exhibit a strong and growing relationships with Jesus Christ and possess a love for team ministry. Membership at ARCOC is not required, but a commitment to our congregation's mission, core values, and key practices is essential.

- COMMUNICATIONS AND OFFICE COORDINATOR** – This part-time role (20-25 hours per week, with office hours to coordinate with local school schedules) is for a person who is creative, efficient, administratively gifted, and called by God to coordinate all print and digital media and provide administrative support for the church. The ideal candidate will demonstrate evidence of strong relational and communication skills (particularly written communication); computer, office, and bookkeeping proficiency; organizational ability; and attention to detail. Previous experience in communications or office administration is required, and an associate's or bachelor's degree in communications, administration, office management, graphic design, bookkeeping, or a related field is preferred. Hourly wage: \$17-\$22 per hour, commensurate with qualifications, skills, and experience.
- CLEANING CUSTODIAN** – This part-time role (approximately 10 hours per week) is for a person who will ensure that our facilities are clean, accessible, welcoming, and comfortable for all, conducive for worshipping God and experiencing God in relationship to others. The ideal candidate will embody a spirit of servanthood and service, with gifts in cleaning and housekeeping. Hourly wage: \$15 to \$20 per hour, commensurate with qualifications, skills, and experience. Note: This role could be combined with the Maintenance Custodian for the appropriately gifted candidate.
- MAINTENANCE CUSTODIAN** – This part-time role (approximately 5 hours per week) is for a person who will ensure that our facilities are accessible, welcoming, and comfortable for all, conducive for worshipping God and experiencing God in relationship to others. The ideal candidate will embody a spirit of servanthood and service, be gifted in maintenance, and will possess a mechanical aptitude. Hourly wage: \$15 to \$20 per hour, commensurate with qualifications, skills, and experience. Note: This role could be combined with the Cleaning Custodian for the appropriately gifted candidate.


ARCOC's mission is to be a community that gathers together to be transformed by Jesus to transform the world. We hold to four core values: acceptance, grace, wisdom, and love. We engage our mission and values through five key practices: we welcome, worship, know, serve, and share.

If you are feeling led to apply, please contact Pastors Elizabeth and Michael Hardeman for further details regarding the application process at arcocpastors@gmail.com or 712.737.4430, ext. 202.

www.americanchurchoc.com



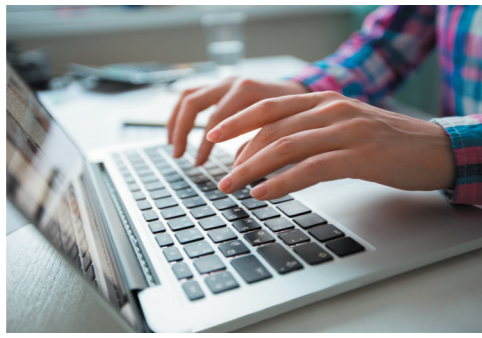
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- Producing documents in Microsoft Word, Excel, and PowerPoint
- Participating on the internal audit team.

Strong computer and communications skills are a must, as well as accurate grammar and spelling. The ability to interact with and assist employees at multiple levels in the organization will be important. A college degree in a business field or experience working in business are preferred. The ability to travel once a month for one or two days is necessary.

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Applications and company information are available online at DiamondVogel.com



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• Maintenance Technician - FT	• Nutrition & Food Service Hospitality Coordinator - FT
• Cook, Hospital - FT	• Patient Access Representative - FT PT As Needed
• Daycare Provider - FT	• Universal Aide,
• Housekeeper - FT PT As Needed	• Independent/Assisted Living - FT PT
• Home Health Aid - PT	• Medication Aide,
• Nutrition & Food Service Assistant - FT	• Independent/Assisted Living - FT

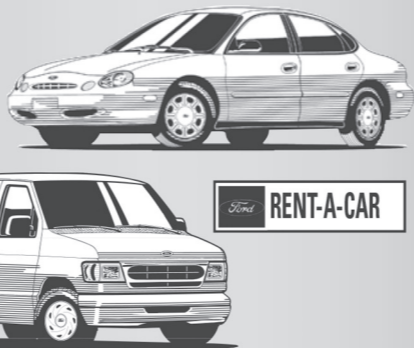
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