

Jobs at Dallas Bible

OUR VISION AND MISSION

Dallas Bible is a missional family that exists to love ALL and help ALL follow Jesus. We're a community marked by GRACE. It's why we're committed to leaving the confines of comfort to love a world that's grown skeptical of religion but still longs for the grace of Jesus Christ. That love is modeled by Jesus; so we strive to love with truth and grace, side by side, always.

We believe God has placed us in a vibrant community of flourishing neighborhoods on purpose, and that purpose is simple: to love all and help all follow Jesus. The invitation to "follow Jesus" is a comprehensive call that includes our worship, identity, purpose, values and thoughts; so in all we do, our hope is for Jesus to ascend and ALL to gladly follow.

This means we go beyond ourselves every day, prayerfully dependent upon Him for everything. It means we make room for ALL people while intentionally investing in a selfless, loving family that all are welcome into. It means we speak truth while giving grace. It means we love one another, go to our neighbors, pray for our co-workers, and follow Jesus in everything; all for the joy of the city and glory of God. We believe that's our calling.

OUR COMMUNITY

Dallas Bible is a vibrant, inter-generational family of believers that loves our community and longs to see Jesus at its center. We're surrounded by flourishing neighborhoods, the best public schools in DFW, a stable economy, and an influx of young families with young kids moving into the area. We love our community and want to be a blessing!

Job Description: Administrative Assistant

DALLAS
BIBLE
CHURCH

Status: Part-Time, 28 hrs/wk (Monday-Thursday, 8:30 am -12 pm & 1-5 pm)
Team: Executive Pastor, Administration & Connections Minister

Submit resumes to KPool@DallasBible.org

Job Description

The Administrative Assistant serves as the first point of contact providing support, information, and assistance to staff, members, and regular attendees of the church body and the public.

Qualifications & Abilities

- A growing and influential relationship with Jesus
- Commitment to the beliefs, mission, and vision of Dallas Bible Church
- A self-starter, multi-tasker, teachable spirit, team player, with a passion for organizational excellence
- Proficiency in MS Office, InDesign, Photoshop, Canva, Facebook, Instagram
- An eye for graphic design and modern communications design

Primary Responsibilities & Tasks

- Provide general and project assistance for staff
- Answer main telephone lines and answer questions and voicemails
- Open doors and assist visitors at the front entry
- Design weekly bulletin and weekly all-church email
- Design flyers, bulletins, slides, logos, etc. for various ministries in the church
- Regularly update and monitor messages on digital street sign
- Maintain church database (Realm)
- Coordinate incoming and outgoing mailing and faxes; sort and distribute all mail and/or packages
- Assist with financial and general mailings to the congregation
- Obtain, verify, and update background checks
- Inventory and order for adequate supply levels in office, workroom, kitchens, and communion cabinet
- Keep office, workroom, lobby, and administrative storage organized
- Track attendance for worship service, ABF classes, Children's and Youth ministries

Goals & Expectations

- Serve the ministries and vision of Dallas Bible by supporting the administrative and communications needs of the church
- Support the Executive Pastor and Administration & Connections Minister in helping the church to flourish organizationally and communicate clearly