

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

Status: Part-Time, 28hrs/wk (Monday – Thursday)

Team: Support Staff

Job Description

The Administrative Assistant is responsible for performing general administrative duties, primarily supporting the Executive Pastor and ministries of Dallas Bible Church. The individual will consistently look to improve church administrative procedures and maintain existing church files. Assist with overseeing database management and entry for all departments while looking for ways to improve our support structure. The will serve as the first point of contact providing support, information, and assistance to the public, attendees of the church, ministry leaders, and staff.

Qualifications & Abilities

- At least 18 years of age, and a HS Diploma.
- A growing and influential relationship with Jesus.
- Commitment to the beliefs, mission, and vision of Dallas Bible Church
- Experience with business systems and workplace operations.
- Demonstrate excellent organizational, administrative, communication, and interpersonal skills; especially in dealing with the public in a professional manner.
- A self-starter, multi-tasker, teachable spirit, team player, with a passion for organizational excellence.
- An eye for graphic design and modern communications design
- Experience in MS Office, InDesign, Canva, and project management software.

Primary Responsibilities & Tasks

- Data entry, office management, communication, and project support.
- Handle all receptionist duties as first point of contact.
- Support the Executive Pastor with project research and weekly task.
- Provide general and project assistance for staff.
- Coordinate incoming and outgoing mailings.
- Assist with financial team for weekly reporting.
- Inventory and order supply levels in office, workroom, and kitchens.
- Keep office, workroom, lobby, and administrative areas organized.
- Support the ministry at Dallas Bible Church, allowing it to flourish, grow, and expand its effectiveness

Interested? Next Steps:

Please email a letter of interest with resume to jobs@dallasbible.org

Find out more at www.DallasBible.org