

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!

Creation Station at Dallas Bible Church

Assistant Director Job Description

Creation Station at Dallas Bible Church exists to provide a loving atmosphere for Preschoolers where they have an opportunity to learn about God and His love through age appropriate curriculum and active play.

Status: Part-time (28 hours per week; 8:30am to 2:30pm M/W/R/F plus flex time)

Team: under the direction of the Early Learning Center Program Director

Job Description: Under the supervision of the Director, the Assistant Director is responsible for overseeing and managing the day-to-day operations of our Early Learning Center. The Assistant Director helps establish and maintain the culture and values of the school, serves as a positive influence and support to the staff and families in attendance, and provides the operational support and office management to the team.

Qualifications & Abilities:

- *A growing and influential relationship with Jesus.
- *Commitment to the beliefs, mission and vision of Dallas Bible.
- *Energetic self-starter, multi-tasker, teachable spirit, team player, with a passion for organizational excellence.
- *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.
- *Love for children and parents.
- *Ability to coordinate projects across various mediums and departments.
- *A background/degree in business, finance, and/or teaching is preferred.
- *Ability to stoop, kneel, crouch, crawl, lift and/or move up to 30 pounds.

Primary Responsibilities & Tasks:

Office Management 70%

- *Data entry, office management, communication, and project support.
- *Handle all receptionist duties as first point of contact for parents and staff.
- *Support the Director with projects and weekly tasks.
- *Provide general and project assistance for teachers.
- *Coordinate incoming and outgoing mailings.
- *Coordinate with financial team regarding AR/AP and payroll.
- *Inventory and order supply levels in office, workroom, and kitchens.
- *Keep office, workroom, lobby, and administrative areas organized.
- *Clear communication with Director of triumphs and concerns.

Curriculum Management, Compliance & Records 30%

- *Maintain student records: enrollment, immunization, change/add/drop forms, attendance, etc.
- *Maintain staff records: applications, background checks/fingerprints, and trainings.
- *Evaluate lesson plans, assessments, parent notes, and provide support and resources to teachers.
- *Update minimum standards boards and binders.
- *Provide support for Tours