

# 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: Children's Ministry Administrative Assistant

DALLAS  
BIBLE  
CHURCH

**Status:** Part-Time (28 hours/week including Sunday mornings)

**Team:** Preschool Minister, Elementary Minister, Youth Minister, Associate Pastor

Find out more at [www.DallasBible.org](http://www.DallasBible.org)

## Job Description

The Children's Ministry Administrative Assistant provides quality care to children and parents in Dallas Bible events and ministries through administrative and organizational support.

## Qualifications & Abilities

- A growing and influential relationship with Jesus
- Commitment to the beliefs, mission, and vision of Dallas Bible Church
- Excellent organizational, administrative, communication, and interpersonal skills
- Drive to help develop children spiritually, emotionally, and socially
- Energetic self-starter with physical ability to lift/hold/play with children
- Computer, social media, and website editing skills

## Primary Responsibilities & Tasks

- Work under direction of Preschool and Elementary Ministers
- Recruit, interview, and train childcare and volunteer staff
- Maintain caregiver calendar and timesheets
- Maintain database needs for children's ministry
- Assist with administrative needs including ordering supplies, printing, updating website, monitoring classroom maintenance and cleanliness
- Work all childcare events (Bible studies, midweek ministries, Life Groups, all-church events)
- Support Preschool Minister at weekly Mother's Day Out (Thursdays, 8:30 am - 2 pm)
- Manage payroll for childcare staff
- Complete background checks for staff and volunteers working with children

## Goals & Expectations

- Creates a culture of organizational and administrative excellence
- Supports the children's ministry at Dallas Bible, allowing it to flourish, grow, and expand its ministry effectiveness