

## Job Description: Administrative Assistant

Status: Part-Time (averages 12-15 hours/week, flexible schedule with focus on Tuesdays & Wednesdays)

Team: Family Ministry

### Job Description

The Family Ministry Administrative Assistant is responsible for providing quality care to families in Dallas Bible Church events and ministries through administrative and organizational support. Primary area of oversight is within our Childcare Program. He/She is responsible for the recruiting, training, scheduling, and supervision of childcare workers. Secondary area is related to curriculum and volunteer support.

### Qualifications & Abilities

- A growing and influential relationship with Jesus
- Commitment to the beliefs, mission, and vision of Dallas Bible Church
- Experience in a childcare setting with preference given to managerial roles.
- Understanding of Basic First Aid, including child/infant CPR training (or willing to become certified)
- Must have dependable and reliable transportation
- Excellent organizational, administrative, communication, and interpersonal skills
- Energetic self-starter with physical ability to lift/hold/play with children
- Experience with business systems and workplace operations
- Familiarity with social media, email, and print communication

### Primary Responsibilities & Tasks

#### Childcare: 60% of time/energy

- Recruit, interview, and train childcare staff
- Adhere to and ensure the Child Protection Policies are implemented throughout the childcare events
- Ensure children are engaged in creative play, songs, stories, and otherwise provide a happy, wholesome experience
- Work all childcare events (Bible studies, midweek ministries, all-church events)
- Monitor the condition of equipment, supplies, and facility, and alert church staff when necessary.
- Maintain childcare calendar and effective communication
- Receive, maintain, and deliver timecards, worker forms, applications and background checks for workers
- Report any incidents that occur to direct supervisor and Executive Pastor
- Work under direction of Preschool Minister as needed to create an excellent childcare opportunity.

#### Curriculum & Volunteer Support: 40% of time/energy

- Assist Family Ministers with curriculum development and deployment
- Maintain volunteer communication and calendars
- Maintain database needs within Family Ministry
- Assist with administrative needs including ordering supplies, printing, updating website, monitoring classroom maintenance and cleanliness
- Assist with event/trip planning, communication, and financial handling
- Completes background checks for staff and volunteers working with children

### Goals & Expectations

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

### Interested? Next Steps:

Please email a letter of interest with resume to [jobs@dallasbible.org](mailto:jobs@dallasbible.org)