

Job Description: Administrative Assistant

Status: Part-Time, 20hrs/wk (Monday – Thursday 9am – 2pm)

Team: Support Staff

Job Description

The Administrative Assistant is responsible for performing general administrative duties, primarily supporting the ministers 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. They 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, 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 ministerial team with project research, event planning, and weekly task.
- Collaborate with Communication team on needed items for internal or external communication.
- Coordinate incoming and outgoing mailings.
- Coordinate facility usage and church calendaring.
- Assist financial team for weekly reporting and purchase reconciliation.
- 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