



**Job Title:** Ministry Assistant  
**Ministry:** Pioneer Pathways Learning Center (PLC)  
**Status:** Exempt  
**Supervisory Role:** When Needed  
**Supervisor:** PLC Director  
**Date Posted:** 5/18/2022

Pioneer Drive Baptist Church is an ever-expanding family whose focus is on the kingdom, previewing heaven for Abilene and beyond. We live beyond the walls, contributing our time, talents, and treasure, and we nurture deep spiritual roots.

## Job Summary

Our Ministry Assistants offer administrative support to one or more members of an organization's management team. Ministry Assistants ensure that daily administrative tasks are handled and that all phone calls go answered and/or returned. Depending on the specific position, a Ministry Assistant may also be front-facing and interact with clients or customers in-person. They schedule meetings and conference calls, and they also manage reports and documentation. Candidates must have strong leadership skills, display a friendly demeanor, have a love for children, and strive to create a supportive and encouraging environment for both children, parents, and the teacher. Assistants should have a strong team mentality and contribute to the team spirit of the staff through fellowship, dedication, cooperation, encouragement, and prayer in serving Christ at Pioneer Drive Baptist Church.

## Duties and Responsibilities

- Receive calls from customers, assist with their questions or take a message for the proper party
- Schedule client conference calls, video conference sessions, and meetings; alert manager about cancelations or new meetings
- Prioritize daily administrative tasks to ensure projects are completed on time
- Communicate and meet with parents regarding their children and the center's policies
- Provide administrative and clerical support to departments or individuals
- Handle information requests
- Prepare messages and mail to be sent; arrange for outgoing mail and packages to be picked up
- Prepare statistical reports
- Greet and receive visitors
- Prepare confidential and sensitive documents
- Coordinate office management activities
- Maintain office procedures
- Coordinate travel arrangements; prepare itineraries; prepare, compile, and maintain travel vouchers and records
- Operate office equipment, such as photocopier machine and scanner
- Any other duties assigned by your supervisor

## Minimum Requirements

### Education:

- High school diploma
- Knowledge and experience of relevant software applications including spreadsheets and database management
- Knowledge of administrative and clerical procedures
- Knowledge of business principles
- Proficient in spelling, punctuation, grammar, and other English language skills
- Proven experience of producing correspondences and documents
- Proven experience in information and communication management

## PERSONAL QUALIFICATIONS

### Character Traits

- Spends time in prayer and Bible study daily
- Ongoing desire and effort to grow more Christ-like in character
- Passion for the Gospel and the local church
- Strong work ethic and desire to lead spiritual transformation
- Caring heart and commitment to help heal those who are hurting and broken
- Honest and trustworthy
- Maintains confidentiality

### Gifts, Skills, and Talents

- Demonstrates leadership skills
- Possesses strong oral and written communication skills
- Creative and innovative
- Ability to discern needs and respond appropriately, sensitively, and proactively
- Good listener
- Strong servant leader

## Additional Information

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing during this job, the employee is regularly required to be on their feet and lift up to 35 pounds among other active movement as needed.

## How to Apply

All applicants need to email a resume and list of references to Pam Click, [pam@pioneerdrive.org](mailto:pam@pioneerdrive.org), by June 3<sup>rd</sup>.