

Ministry Assistant Profile

TO APPLY:

PLEASE SEND YOUR RESUME AND COVER LETTER TO MISSIONS@CALVARYMCALLEN.ORG

About us:

Calvary Baptist Church located in *McAllen, Texas* is a multicultural, dual-language congregation in the heart of the Upper Rio Grande Valley. It was established in 1957 as an autonomous Baptist church that voluntarily cooperates with the Rio Grande Valley Baptist Association, the Baptist General Convention of Texas, and the mission entities of the Southern Baptist Convention.

Our mission statement *is to make disciple-makers for the glory of God among the nations.*

Responsibilities:

1. **Scheduling & Calendar Management** (Meetings, Appointments, Trainings, Travel)
2. **Communication & Coordination** (Phone Calls, Committee Meetings, Agencies, Event Planning)
3. **Event & Fundraiser Management** (Coordination, Promotion, Purchases, Research, Photography)
4. **Marketing & Promotion** (Designing Flyers, Newsletters, Marketing)
5. **Administrative Support** (Managing Requests, Purchases, Time Management, Running Errands)

Qualifications:

1. **Strong Organizational Skills:** Proven ability to manage multiple calendars, schedule meetings, coordinate events, and prioritize tasks effectively.

2. **Excellent Communication Abilities:** Comfortable making phone calls, handling inquiries, liaising with agencies, and preparing clear communications like newsletters and promotional materials.
3. **Event Planning Expertise:** Experienced in coordinating logistics, managing fundraisers, purchasing event supplies, and ensuring successful event execution.
4. **Creative Design & Marketing Skills:** Proficient in creating promotional materials (flyers, newsletters), handling marketing initiatives, and maintaining a consistent brand message.
5. **Administrative Proficiency:** Capable of handling time-sensitive tasks, managing receipts, processing check requests, and performing general office errands with attention to detail.
6. **Travel Planning & Coordination:** Skilled in booking travel arrangements, coordinating itineraries, and ensuring smooth travel logistics for individuals or groups.
7. **Technology & Software Proficiency:** Comfortable with scheduling tools, office software (e.g., MS Office, Google Suite, Canva, Google sheets, Notion), and design software for creating flyers and promotional content.

Job Type:

Part time. 15 - 20 hours per week.

Pay:

\$14.00 per hour

Work Location:

In person at Calvary Baptist Church, McAllen.