



POSITION PROFILE

3917 WASHINGTON ROAD, MARTINEZ, GA 30907 | 706.869.1774 | MYABILENE.ORG

POSITION TITLE

Preschool Ministry Assistant

POSITION OVERVIEW

This position supports the day-to-day operations of the Preschool Ministry by providing administrative assistance, preparing for ministry, and collaborating in a fast-paced church environment.

ABOUT THIS ROLE

This role involves the regular use of standard office technology, ministry software, and communication tools while supporting the day-to-day operations of the Preschool Ministry.

REPORTS TO

Preschool Ministry Director

Responsibilities

1. Assist with administrative and office tasks for the Preschool Ministry
2. Prepare materials, supplies, and classrooms before services and events
3. Help organize records, schedules, rosters, and ministry communication
4. Assist with parent communication, printing, copying, and ministry preparation
5. Help maintain clean, organized, and stocked ministry spaces
6. Assist with setup and preparation for special events and programs
7. Support preschool staff and volunteers with operational needs

Requirements

1. Growing relationship with Jesus Christ and support of church values
2. Strong organizational and communication skills
3. Dependable, flexible, and able to work independently
4. Basic computer and office skills
5. Ability to multitask and maintain confidentiality
6. Administrative or ministry experience preferred

Schedule Expectations

1. Availability to assist with ministry preparation during the week
2. Occasional evening or weekend event preparation as needed
3. Regular classroom responsibilities during Sunday and Wednesday service times are not required

To apply for this position, submit a résumé to Tiffany Drake at tdrake@myabilene.org.