How to Access Jobs page from Student Portal

**Step 1.** Access SonisWeb as Student and click on ‘Jobs’ icon at the top menu.

**Step 2.** Select any fields that apply, and then click submit.
Step 3. The jobs will be displayed. Students can read the duties and descriptions and use the contact information provided.

**Job Display**

**Employer:** Sugar Creek Baptist Church - Spanish Ministry (Job # 19)

**Title:** Spanish Ministry Assistant

**Description:** Ministry Assistant

**Job Class:** General

**Location:** Sugarland, TX

**Salary:** D - D

**Apply By:**

**Exp. Date:**

**Contact:** Juan Carlos Heredia

**Email Address:** jheredia@sugarcreek.net

**Work Phone:** 281 274 7421

**Fax:**

**Start Date:**

**Ext.:**

**Duties:**

- Helps Pastors of Spanish Ministry coordinate primary ministry events.
- Answers the phone, screens, and directs calls, including providing information to callers and taking and relaying messages.
- Does follow up calls for visitors and people who have missed church.
- Handles inquiries regarding the ministry.
- Maintains and organizes office and places orders for supplies.
- Prepares reports, spreadsheets and presentations.
- Maintains monthly activity calendar.
- Provides general administrative and clerical support.
- Helps organize and coordinate ministry events.
- Prepares letters and documents.
- Receives and sorts mail and deliveries.
- Schedules appointments.
- Contributes to team effort by accomplishing related results as needed.
- Is competent in Microsoft Office software programs (Word, Excel, etc.)
- Desires ongoing personal and professional growth and development.
- Is a perpetual learner.
- Bilingual written and spoken fluency in Spanish and English.
- High school diploma/GED minimum.
- 2 years minimum experience in an administrative assistant/clerical role.
- Strong oral and written communication skills and able to interface with public.
- Strong computer skills including Internet and Microsoft Office applications (Word, Excel, PowerPoint, Access) and capable of learning new programs.
- Organizational skills.
- Team player.
- Time flexibility.

**Requirements:**

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