



TEXAS BAPTISTS®
BAPTIST GENERAL CONVENTION OF TEXAS

OPEN POSITION POSTING

Opening Date: 08/31/2021

Closing Date: Until Filled

Position Title: Missions Specialist

Department/Division: The Center for Missional Engagement

Job Type: Regular Full-Time, Exempt

Location: 7557 Rambler Rd, Ste. 1200, Dallas, TX 75231

BASIC FUNCTION: Assist the directors of River Ministry/Mexico Missions and BOUNCE in the administration and finances of these programs. Provide support to the Center for Missional Engagement through planning, implementing, and assessing of mission projects. Also, enlist, connect and train churches and church groups in missional leadership.

Position description/objective: *NOTE: Some descriptions may have more specific duties and/or goals and objectives attached to this form. Such attachments normally reflect unique aspects of specific locations, shifts, departments, etc.*

- *1. Assist the directors of River Ministry/Mexico Missions and BOUNCE in the administration and finances of these programs. Work in conjunction with the The Center for Missional Engagement staff to assist in the implementation of programs and events.
- *2. Engage pastors and churches with missional projects through planning, implementing and assessing churches and their communities.
- *3. Visit and enlist churches and church groups to participate in mission trips with River Ministry/Mexico Missions and Urban Partnerships.
- *4. Enlist, connect and train churches and church groups in missional leadership.
- *5. Visit pastors and church staff to help in the formation and development of peer groups.
- *6. Assist churches and church groups to connect with their communities and develop ministries to meet the physical, spiritual and relational needs of the residents.
- *7. Encourage church staff and leaders to partner in missions with the The Center for Missional Engagement programs.
- *8. Promptly answer phones, take messages, and respond to requests for information.
- *9. Attend The Center for Missional Engagement meetings and participate in training as required.
- *10. Meet regularly with Director of the Center for Missional Engagement, the Director of River
- *11. Ministry/Mexico Missions and BOUNCE.

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- *12. Maintain compliance with The Center for Missional Engagement guidelines and best practices.
- *13. Maintain compliance with Baptist General Convention of Texas policies and procedures. Maintain compliance with all state and federal laws and regulatory requirements.
- *14. Perform other duties and tasks as required.
- *15. Work with MA to Team Director on Financial Matters relating to Program Areas.
- *16. Assist with facilitation of check requests and wire transfers for program support, grant requests and reimbursement for coordinators.
- *17. Provide administrative support for the The Center for Missional Engagement staff to include but not limited to accurate maintenance of record retention systems and efficient recording of information from individuals, churches, and ministries for the development of comprehensive monthly reports.
- *18. Communicate your schedule through our google calendar.
- *19. Assist directors in drafting correspondence, scheduling, preparing for meetings, expense reimbursement procedures, and travel arrangements efficiently as required.
- *20. Process funding requests for association, churches and ministries.

****Task which is considered to be an essential and primary function of the job.***

*Task which is considered to be an essential function and primary duty of the job

Required skills and experience: *NOTE: These requirements represent minimum levels in order to perform the job on a satisfactory basis. Candidates must have the ability to satisfactorily perform the essential functions of the job.*

1. In-depth understanding of a comprehensive field of knowledge, generally acquired through an earned bachelor's degree in a related field.
2. Active membership in a church supportive of the BGCT during employment.
3. Commitment to Christian principles and teachings both professionally and personally, with an understanding and commitment to Baptist distinctives.
4. Proficient task management skills.
5. Current knowledge of all laws relating to event and meeting planning and ability to maintain current knowledge.
6. Proficient ability to exhibit detail-oriented skills necessary to understand and manage a wide-range of information from a vast amount of entities.
7. Proficient ability to speak, read and write English.
8. Ability to travel to various geographic locations and some overnight stays.
9. Ability to speak clearly and make self-understood in face to face interactions; to articulate with accuracy on the telephone.
10. Ability to hear and receive verbal instructions, answer phones, and proficiently communicate in situations with some background noise.
11. Ability to concentrate on fine detail with some interruption; ability to focus attention on tasks for 45-60 minutes at a time on a continuous basis.
12. Ability to understand and relate to the theories behind several related concepts; ability to remember verbal and written tasks/assignments from a few hours to long periods of time.
13. Ability to establish and maintain effective working relationships with staff, vendors, churches, committees, organizations, etc.
14. Excellent organizational skills; ability to multi-task.
15. Professionalism in the workplace to include professional and accurate communication with others.

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16. Proficient working knowledge and ability to use various office software including, but not limited to, Microsoft Word, Access, Excel, Google email, and internet skills.
17. Ability to relate positively, influentially, and sensitively to a broad spectrum of persons in a variety of multi-tiered relationships and settings to include but not limited to clergy, laity, institutional staff/faculty, various Baptist organizations, churches of all sizes, cultural identities and worship styles, board and council members, Baptists of Texas and beyond.
18. Proficient ability to plan, administer, and report budgets.
19. Ability to provide strategic and logistical planning and facilitate meetings, conferences, workshops, and retreats as required.
20. Excellent listening skills, interpersonal skills, and relationship building skills.
21. Excellent demonstrated leadership skills necessary to appropriately influence people to achieve a desired outcome.
22. Ability to use up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds continuously to move objects.
23. Work deals mostly with areas such as preparing and reading data and figures, reports; visual inspection involving small details. Although important, depth perception and field of vision (peripheral) are not as critical as the ability to distinguish small details and markings very near to the observer.
24. Ability to grasp, push, pull, carry or otherwise manipulate objects; ability to perform tasks requiring action of muscles or groups of muscles and foot and/or hand-eye coordination.

The purpose of BGCT job descriptions is to describe the basic function, major responsibilities/tasks and essential functions of each job so that employees can be aware and understand what is expected of them. The descriptions also provide information useful for recruiting, training and performance appraisal. This document does not create an employment contract, nor does it modify the at-will employment status of all employees.

A job description is not meant to inhibit employee creativity or innovation. The description will be revised as job responsibilities change materially.

CONTACT: **Human Resources**
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Texas Baptists is an Equal Opportunity Employer.