



TEXAS BAPTISTS®

BAPTIST GENERAL CONVENTION OF TEXAS

OPEN POSITION POSTING

Opening Date: 08/21/2020

Closing Date: Until Filled

Position Title: Administrative Assistant to President, Texas Baptist Missions Foundation

Department/Division: Texas Baptist Missions Foundation

Job Type: Regular Full-Time, Exempt

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

BASIC FUNCTION: Provide administrative support and coordination to the President and staff in daily activities of the Foundation. Serve as initial point of contact for requests from internal and external constituents. Provide planning, coordination, and oversight of daily office operations.

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. Provide administrative support for the Texas Baptist Missions Foundation and its President to include but not limited to accurate maintenance of record retention systems, filing, and responding to ministry needs from Texas Baptists and the BGCT staff.
- *2. Supervise the work assignments and provide direction for any department Ministry Assistants.
- *3. Effectively administer calls and requests for meetings and information.
- *4. Effectively organize and carry out the daily work.
- *5. Provide effective telecommunications support answering phones, taking messages, routing messages and requests timely and accurately. Accurately identify high priority callers and takes immediate action to inform supervisor; properly manages routing of caller and/or messages to the appropriate individual.
- *6. Gather and keep materials organized for planned giving, estate, and will seminars.
- *7. Effectively plan for and coordinate meetings as assigned by supervisor, including setting the agenda for Council meetings and staff meetings.
- *8. Prepare recommendations for the Executive Board as required by Council action.

Administrative Assistant to President, TBMF

- *9. Work with Human Resources to prepare required forms for personnel changes.
- *10. Proficiently negotiate with and work with hotels and other vendors to facilitate arrangements for meetings and other events as assigned. Present proposals to supervisor for review and approval. Secure approved vendors. Accurately review and process invoices for approval by supervisor and payment timely.
- *11. Administer the TBMF Grant process.
- *12. Accurately and timely prepare, audit, and process invoices for payment. Identify errors and discuss such errors with supervisor immediately.
- *13. Effectively manage tasks and projects as assigned by supervisor.
- *14. Develop and implement processes for efficient operation of President's office; responsible for continued alignment with budget goals; demonstrate operational competence.
- *15. Process check requisitions, invoices, credit card bills, and travel expenses as required accurately and timely; maintain efficient record retention system for these documents. Maintain compliance with budgetary guidelines.
- *16. Build and sustain effective relationships with donors and potential donors.
- *17. Assist in making donor visits in the DFW area.
- *18. Maintain accurate financial records according to procedures and established guidelines set forth by financial services to include but not limited to retention of receipts and expenditures related to budget.
- *19. Assist the President in preparing the annual budget.
- *20. Manage communication in the President's office; process the President's mail and discuss with the President; follow up on communication as appropriate. Coordinate and perform professional communications with internal and external entities, including telephone calls, faxes and written communication.
- *21. Greet guests to the Foundation; offer and provide refreshments.
- *22. Effectively work with President to remain fully aware of his schedule.
- *23. Coordinate the work of any Ministry Assistants to TBMF. Assist in oversight of Ministry Assistant's work; provide guidance, support, and training as appropriate.
- *24. Coordinate the President's calendar and make travel arrangements as required.
- *25. Maintain current calendar and agenda for the President; accurately communicate and coordinate President's schedule with others as required.
- *26. Effectively work with co-workers to meet timely objectives established for the successful completion of a project.

- *27. Accurately and timely process mail and other correspondence daily and distribute to appropriate staff on a timely basis.
 - *28. Prepare and proofread letters, memos, spreadsheets and other correspondence accurately and timely.
 - *29. Promptly answer phones, take messages and respond to requests for information accurately.
 - *30. Attend meetings and participate in training as required.
 - *31. Maintain compliance with all BGCT policies and procedures, as well as all state and federal laws.
 - *32. Perform other assignments and duties as assigned.
- *Tasks which are considered to be primary functions 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. Requires in-depth understanding of a comprehensive field of knowledge, generally acquired through an earned Bachelor's degree from an accredited college or university or equivalent 4+ years minimum of administrative support.
2. Requires active membership in an affiliated Baptist church during employment.
3. Requires excellent organizational skills; ability to multi-task.
4. Requires proficient ability to speak, read and write English.
5. Requires professionalism in the workplace to include professional and accurate communication with others.
6. Requires proficient accounting skills required to process invoices, vouchers, and checks and manage budget.
7. Requires ability to maintain confidentiality.
8. Requires commitment to Christian principles and teachings both professionally and personally, with an understanding and commitment to Baptist distinctives.
9. Proficient working knowledge and ability to use various office software including, but not limited to, Microsoft Word, Microsoft Excel, , Microsoft PowerPoint, Gmail, Salesforce, Financial Edge, Salesforce, budgetary software, room reservation software, and Internet skills.
10. Requires ability to speak clearly and make self-understood in face to face interactions; to articulate with accuracy on the telephone.
11. Requires ability to hear and receive verbal instructions, answer phones, and proficiently communicate in situations with some background noise.
12. Requires 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.
13. Requires 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.
14. Requires ability to establish and maintain effective working relationships with staff, vendors, and internal and external constituents.
15. Ability to operate standard office machinery to include but not limited to copier, fax, and calculator.

16. Ability to use up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or 10 pounds continuously to move objects.
17. Requires ability to walk, stand and sit, sometimes for prolonged periods of time.
18. Sufficient good health to properly discharge duties required.

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**
 Phone 214-828-5168
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Texas Baptists is an Equal Opportunity Employer.