



**TEXAS BAPTISTS®**  
BAPTIST GENERAL CONVENTION OF TEXAS

**OPEN POSITION POSTING**

**Opening Date:** 04/21/2022

**Closing Date:** Until Filled

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**Position Title:** Associate Director, Communications

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**Department/Division:** Communications

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**Job Type:** Regular Full-Time

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**Location:** 7557 Rambler Road, Suite 1200, Dallas, TX 75231

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**BASIC FUNCTION:** The Associate Director of the Communications Department manages day-to-day operations of the News and Media, Design and Print, Web, and Marketing Teams for the purpose of fulfilling the department's objectives as set forth by the Director. Responsibilities include aspects of administration, personnel oversight, project management, workflow, and other daily work as assigned by the Director. The Associate Director works closely with the Director to implement the Director's vision and direction for the department, manages projects, and tasks out assignments initiated by the Director. The Associate Director will also provide leadership for the department on behalf of the Director when the Director is away from the office.

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**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. Manage day-to-day operations of department teams to fulfill departmental objectives set forth by Director.
- \*2. Provide support in the area of administration including budgeting, calendaring, and approvals.
- \*3. Provide support in the area of personnel management including timesheets, leaves, performance, evaluation, staff structure, and descriptions.
- \*4. Provide supervision and support in the area of project management and workflow to ensure departmental processes, procedures, and guidelines are accurate, up-to-date, and functioning at peak efficiency.
- \*5. Provide support for other daily work as assigned by the Director.
- \*6. Work closely with the Director to implement the Director's vision and direction for the department.
- \*7. Manage projects and task out assignments initiated by Director.
- \*8. Provide departmental leadership on behalf of Director when the Director is away from the office.
- \*9. Provide support for news and storytelling, multimedia, and social media
- \*10. Manage the newsroom during the BGCT Annual Meeting, ensuring the message of the meeting is conveyed to appropriate constituencies.

**Associate Director, Communications**

- \*11. Provide support to the Director, ministries and churches in media relations during crisis situations.
- \*12. Oversee proofing of content and design of BGCT printed and digital materials, as needed.
- \*13. Maintain compliance with BGCT policies and procedures. Maintain compliance with all state and federal laws and regulatory requirements.
- \*14. Attend meetings, training, and continuing education courses to stay current with new trends in communications, as needed.
- \*15. Perform other duties as required.

\*Task which is considered to be an essential function of the job

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**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 bachelor's degree and master's degree in related fields plus at least 10 years of related work experience.
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. Ability to conceptualize an organizational approach to meeting strategic needs.
5. Ability to evaluate situations and develop detailed processes for handling a wide range of organizational assignments.
6. Experience in working with financial budgets and understanding of financial statements.
7. Requires the ability to prepare and manage a budget successfully.
8. Knowledge of team-building principles and the ability to facilitate teams of people.
9. 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, the media, institutional staff/faculty, various Baptist organizations, board and committee members, Baptists of Texas and beyond.
10. Ability to provide strategic and logistical planning and facilitate meetings, conferences, workshops, and retreats as required.
11. Ability to think strategically.
12. Ability to work in and promote a multicultural organization.
13. Commitment to providing quality internal and external customer service including needs assessment, meeting standards, and evaluation of satisfaction.
14. Excellent, professional written and oral communication skills.
15. Ability to effectively manage personnel; requires administrative skills to include but not limited to staff selection, development, motivation, scheduling, and evaluation.
16. Excellent listening skills, interpersonal skills, and relationship-building skills.
17. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Requires ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

18. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Use logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
19. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
20. High level of skill in interpersonal communication.
21. Working knowledge of laws relating to communications and personnel issues.
22. Proficient ability to speak, read, and write English.
23. Ability to travel as required to various geographic locations and some individual and multiple overnight stays.
24. Ability to establish and maintain effective professional working relationships with staff, elected convention leaders, churches, committees, organizations, etc.
25. Excellent organizational skills; proficient ability to multitask.
26. Professionalism in the workplace to include professional and accurate communication with others.
27. Proficient working knowledge and ability to use various office software including, but not limited to, Microsoft Word, Excel, PowerPoint; Google applications (mail, docs, etc.).
28. 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.
29. Ability to work in areas such as preparing and reading data and figures, reports; requires 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.
30. 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.

**CONTACT:**           **Human Resources**  
                          **Phone 214-828-5168**  
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                          **E-Mail [hr@texasbaptists.org](mailto:hr@texasbaptists.org)**

**Texas Baptists is an Equal Opportunity Employer.**

**Associate Director, Communications**