



TEXAS BAPTISTS
BAPTIST GENERAL CONVENTION OF TEXAS

OPEN POSITION POSTING

Opening Date: 09/22/2021

Closing Date: Until Filled

Position Title: BSM Ministry Assistant, Communication and Administration

Department/Division: The Center for Collegiate Ministry

Job Type: Regular Full-Time, Non-Exempt

Location: 7757 Rambler Rd, Ste 1200, Dallas, TX 75231

BASIC FUNCTION: Provide administrative office assistance to the Center for Collegiate Ministry.

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 Assistance for Center Director and Associate Director:
 - Secure travel arrangements efficiently and accurately as required
 - Maintain Collegiate Ministry *Team* calendar and agenda; accurately communicate and coordinate Director's schedule with others as required, and set up yearly meeting files.
 - Prepare and proofread letters, memos, spreadsheets and other correspondence accurately and timely.
 - Set up all state staff conference calls and others as needed. Take minutes of all state staff conference calls and others as requested by state director or other state staff.

- *2. Assist State Staff Coordinator for all TXBSM events and training meetings.
 - Abide
 - SLT
 - July Staff Retreat
 - Dec/May Staff Retreats
 - Go Now Meetings

- *3. Facilitate all communications from the state office.
 - Check and respond to (or forward to appropriate person) e-mails that come in to the general TXBSM email account
 - Relationships with Communications and IT
 - Ads, Artwork, Brochures, websites, media kits, videos, constant contacts, etc.
 - Annual Meeting
 - Freshmen Recruiting

Ministry Assistant / Communications & Administration

- Conclave
 - Handouts for meetings (Missions Foundation, etc.)
 - Other Exhibit Events
 - Keep copies of publicity (record keeping)
 - Take pictures at various meetings and events
- *4. Manage Statewide BSM websites.
- *5. Coordinate BSM Social Media accounts.
- *6. Provide front-line service for all Giving Fuel needs.
- Create individual staff pages
 - Assist donors with questions
 - Troubleshoot issues with donation
- *7. Backup other ministry assistants as needed with duties such as mailings, meeting registration, travel arrangements, transportation, etc..
- *8. Attend meetings and participate in training as required.
- *9. Maintain compliance with all BGCT policies and procedures, as well as all state and federal laws.
- *10. Perform other duties as required.

*Task which is considered to be an essential function 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 Associate's degree in related field or equivalent minimum of 2 years proven experience in related field.
2. Requires active membership in a church supportive of the BGCT during employment.
3. Requires commitment to Christian principles and teachings both professionally and personally.
4. Requires proficient client management skills.
5. Requires ability to maintain confidentiality.
6. Requires proficient ability to exhibit detail-oriented skills necessary to understand and manage a wide-range of information from a vast amount of entities.
7. Requires proficient ability to speak, read and write English.
8. 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.
9. Requires ability to speak clearly and make self understood in face to face interactions; to articulate with accuracy on the telephone.
10. Requires ability to hear and receive verbal instructions, answer phones, and proficiently communicate in situations with some background noise.

11. 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.
12. 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.
13. Requires ability to establish and maintain effective working relationships with staff, vendors, churches, committees, organizations, etc.
14. Requires excellent organizational skills; ability to multi-task.
15. Requires professionalism in the workplace to include professional and accurate communication with others.
16. Requires proficient working knowledge and ability to use various office software including, but not limited to, Microsoft Word, Microsoft Access, Microsoft Excel, Financial Edge, Budget Pak, GMail, and internet skills.
17. Requires ability to use up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently to move objects.
18. Requires 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.