



# TEXAS BAPTISTS®

BAPTIST GENERAL CONVENTION OF TEXAS

## OPEN POSITION POSTING

**Opening Date: 09/24/2020**

**Closing Date: Until Filled**

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**Position Title: CWJC/CMJC Consultant**

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**Department/Division: Women's Missionary Union (WMU)**

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**Job Type: Regular Full-Time, Exempt**

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**Location: Dallas, TX 75231**

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**BASIC FUNCTION:** To develop and implement a strategy for the CWJC & CMJC sites across Texas to meet the needs in their communities through curriculum and training developed at the national level. To serve as a liaison between WMU of Texas and the local CWJC or CMJC site.

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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.*

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- \* 1. Coordinate TX CWJC/CMJC Advisory Council
- \* 2. Provide leadership and resources to CWJC/CMJC sites in Texas
- \* 3. Maintain open communication with sites in Texas
- \* 4. Plan and host TX CWJC/CMJC Annual Retreat
- \* 5. Provide support to new sites in Texas to ensure eight foundational key elements are followed
- \* 6. Provide training for sites upon request in the areas of nonprofit boards, mentoring, and strategic planning
- \* 7. Plan and facilitate Summer Regional Fellowships
- \* 8. Assist with the creation of media and social media for TX CWJC/CMJC such as brochures, prayer cards, videos, and Facebook
- \* 9. Assist sites to create outcome measures to communicate and market success
- \* 10. Research resources for sites (books, training, grants, webinars)

**CWJC/CMJC Consultant**

- \* 11. Visit sites regularly to provide support to site leadership
  - \* 12. Assist and encourage sites to apply for national grants and scholarships with WMU
  - \* 13. Ensure sites complete annual reports and submit to state and national offices
  - \* 14. Identify potential communities and leadership for CWJC/CMJC
  - \* 15. Work with churches and organizations to promote CWJC/CMJC
  - \* 16. Work with TX CWJC/CMJC prayer coordinator
  - \* 17. Work with national CWJC/CMJC director to strengthen partnership
  - \* 18. Share vision of WMU of Texas with CWJC/CMJC sites
  - \* 19. Support NCT trainers
  - \* 20. Plan and host Level 1&2 NCT training in Texas
  - \* 21. Develop Thrive 2:7 model of CWJC/CMJC (teen expression)
  - \* 22. Supervise social work interns as funding allows and as approved by WMU of Texas Executive Director-Treasurer
  - \* 23. Participate in regular WMU of Texas staff and planning meetings
  - \* 24. Respond to communication from constituents
  - \* 25. Perform other duties as required
- \*Tasks which are considered to be primary functions 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. Degree (BS, MS preferred) in Social Work or related field and 3-5 years or more proven, applicable experience in Social Work.
2. Communication, conflict resolution, and interpersonal skills
3. Active membership in a church supportive of the BGCT during employment; have a deep sense of God's call in life to serve in missions discipleship.
4. Working knowledge of WMU and CWJC & CMJC, preferred.
5. Experience with volunteerism, preferred.
6. Grant writing experience, preferred.
7. Active membership in a church supportive of the BGCT during employment.
8. Commitment to Christian principles and teachings both professionally and personally, with an understanding and commitment to Baptist distinctives.
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,

institutional staff/faculty, various Baptist organizations, churches of all sizes, cultural identities and worship styles, board and council members, Baptists of Texas and beyond.

10. Proficient ability to plan, administer, and report budgets.
11. Ability to provide strategic and logistical planning and facilitate meetings, conferences, workshops, and retreats as required.
12. Excellent listening skills, interpersonal skills, and relationship building skills.
13. Excellent demonstrated leadership skills necessary to appropriately influence people to achieve a desired outcome.
14. Ability to travel to various geographic locations with some overnight and weekend stays. This position is a mobile position, requiring travel by car approximately 50-75% of work time.
15. Proficient client management skills.
16. Ability to maintain confidentiality.
17. Good organizational skills; ability to multi-task.
18. Professionalism in the office and in the field to include professional appearance and accurate communication with others.
19. Advanced working knowledge and ability to use various office software including, but not limited to, Microsoft Word, Microsoft Publisher, proficiency with interacting on social media platforms such as Facebook, Pinterest, and Instagram. Understands administering Facebook groups and pages.
20. 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 (setting up, tearing down at events, packing...etc.)
21. 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.

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The purpose of WMU of Texas 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.

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**CONTACT:**                   **Human Resources**  
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