



TEXAS BAPTISTS®

BAPTIST GENERAL CONVENTION OF TEXAS

OPEN POSITION POSTING

Opening Date: 9/10/2020

Closing Date: Until Filled

Position Title: Cooperative Program Specialist

Department/Division: Cooperative Program Ministry

Job Type: Regular Full-Time, Exempt

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

BASIC FUNCTION: The Specialist for Cooperative Program Ministries provides primary support for the Director as he executes his responsibilities.

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. Serve as knowledgeable contact regarding the Office of Cooperative Program Ministry's purpose, goals, functions, and resources.
2. Assist the Director of the Office of Cooperative Program Ministry in executing his duties, including:
 - a. Overseeing scheduling of Director's calendar; including posting, maintenance of details and communicating updates to Director.
 - b. Maintaining Director's files, both paper and electronic, appropriately and in accordance with Director's instructions.
 - c. Managing electronic and postal mail for Director and appropriately handle all correspondence for the Director including cover letters and resumés for pastor search committees.
 - d. Greeting guests to Director's office and handling their needs in a professional manner.
3. Communicate with ELT and team directors to obtain updated facts and figures for inclusion in printed and online pieces disseminating CP information such as the CP Annual Report, CP Fast Facts, and 52 Sundays.
4. Create and update various presentation resources (PowerPoint, CP videos, etc.) for use in churches, Executive Board meetings, CP events, university and seminary events, training sessions, Area Reps and other BGCT staff meetings, etc.
5. Devise grant requests, Book of Reports entries, top-giving churches reports for AED Committee meetings (coordinated with Committee Specialist), and other reports.

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6. Work with Communications Team to produce CP videos, 52 Sundays, “What’s the Difference” BGCT/SBTC info piece, BGCT Support of SBC card, CP Fast Facts card, promotional pieces, articles, videos, social media posts, newsletters, recognitions presentation items, etc.
7. Work to create CP promo items and get them into the hands of BGCT and outside personnel for events such as Beach Reach, annual meetings for other organizations, seminary and university new ministry student orientations, etc.
8. Be responsible to plan, promote, implement, and evaluate CP projects such as B.E.S.T. Awards (Baptist Educators Serving Texans – Educator of the Year), exhibit space and materials for Annual Meeting, the Celebrating Cooperation series of luncheon events across the state, and BGCT Days for DBU classes and other organizations.
9. Support the Texas Baptists Golf Classic through Sponsor communications and solicitation.
10. Manage ideation and production of items for CP Recognitions (framed certificates, clocks, plaques, folders etc., for top-giving churches at Annual Meeting, churches/pastors visited by Director, Fellowship churches as determined by Intercultural Directors, etc.
11. Oversee the design and distribution of Cooperative Program Ministry electronic newsletter.
12. Serve as a resource for providing information about BGCT institutions, their staff and officers, and the ministries in which they are involved to external entities such as churches, Associations, Stewardship Development Association, Partnerships Unlimited, etc.
13. Manage communication in Director’s office. Coordinate and perform professional communications with internal and external entities, including telephone calls and written communication.
14. Provide accurate and timely administrative support and clerical assistance for the Office of Cooperative Program Ministry, to include but not limited to:
 - a. Maintenance of record retention systems, filing, including warehouse inventory and Sales Force activity entries.
 - b. Responding to ministry needs from Texas Baptists and the BGCT staff.
 - c. Keep records of all F&A forms, invoices, credit card bills, travel reimbursements, contracts with vendors, and personnel forms.
 - d. Maintain accurate financial records, including monitoring of budget expenditures for Office of Cooperative Program Ministry and retention of receipts and accounting documentation for the Cooperative Program Ministries Administration Office.
 - e. Provide effective telecommunications support, answering phones, taking and routing messages.
 - f. Oversee scheduling of Office of Cooperative Program Ministry projects and staff meeting calendar.
 - g. Provide general meeting planning and coordination.
 - h. Process mail and other correspondence accurately and in a timely manner.
 - i. Prepare and proofread letters, memos, other correspondence, and spreadsheets in an accurate and timely manner.
 - j. Make travel arrangements as needed including for some BWA international travel.
 - k. Maintain records of BWA staff Designated travel funds and allocation of those under the direction of the Executive Director.
15. Communicate and coordinate with Baptist institutions as needed in relation to Theological Education and the Institutional Partnerships Initiative of Cooperative Program Ministry.
16. Function in Sales Force to run various giving reports requested for churches and BGCT staff.

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17. Respond to church and organization requests for speakers and provide CP informational materials for events.
18. Effectively organize and carry out daily work assignments and responsibilities.
19. Attend meetings and participate in training as required.
20. Maintain compliance with Baptist General Convention of Texas policies and procedures. Maintain compliance with all state and federal laws and regulatory requirements.
21. Perform other duties as required.

*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. 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. Active membership in a church supportive of the BGCT during employment.
3. Commitment to Christian principles and teachings both professionally and personally.
4. Ability to plan, promote, implement, and evaluate CP projects with limited supervision.
5. Ability to provide administrative support to more than one manager if needed.
6. Proficient ability to communicate clearly through proficient use of English, spoken and written; preferably bilingual in English and Spanish.
7. Ability to speak clearly and be understood in face-to-face interactions; to articulate with accuracy on the telephone.
8. Ability to hear and receive verbal instructions, answer phones, and proficiently communicate in situations with some background noise.
9. Ability to maintain confidentiality.
10. Professionalism in the workplace to include professional and accurate communication with others, including institutional and foundation boards and committees.
11. Ability to establish and maintain effective working relationships with staff, vendors, churches, committees, organizations, etc.
12. Proficient accounting skills required to process invoices, vouchers, and checks and to manage a budget.
13. Working knowledge and ability to use various office software including, but not limited to, Microsoft Word, Microsoft Access, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint, TouchPoint, Financial Edge, Budget Pac, and database and Internet skills.
14. 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.
15. 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.
16. Ability to use up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently to move objects.

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
 Fax 214-853-4257
 Email hr@texasbaptists.org

Texas Baptists is an Equal Opportunity Employer.