



TEXAS BAPTISTS®

BAPTIST GENERAL CONVENTION OF TEXAS

OPEN POSITION POSTING

Opening Date: 03/09/2020

Closing Date:

Until Filled

Position Title: Director of Ethics and Justice

Department/Division: Christian Life Commission (CLC)

Job Type: Regular Full-Time, Exempt

Location: Austin, TX

BASIC FUNCTION: The Director of Ethics and Justice provides leadership to the Ethics and Justice work of the CLC and supports the CLC Director in other ways as needed.

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. Study, write, and develop programming in the general area of biblical and theological foundations for Christian moral concerns.
- *2. Lead conferences and workshops in churches and associations.
- *3. Write and edit content for periodic CLC communications in conjunction with other CLC staff and as directed by the CLC Director.
- *4. Serve as a liaison for the CLC with other agencies, organizations, programs, and special emphases of BGCT as directed by the CLC Director.
- *5. Plan and promote statewide and regional CLC conferences, workshops, and/or seminars.
- *6. Assist associations in planning programs that relate to CLC responsibilities.
- *7. Assume additional responsibilities in the field of Christian ethics as approved by the CLC Director.
- *8. Assist in the development and administration of the annual budget needs of the CLC.
- *9. Plan and direct various work projects to coordinate and implement ministries of the CLC.

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- *10. Network with various ministry partners, including BGCT institutions, external partners and associations, and internal ministry offices (especially African American, Hispanic, Intercultural and Western Heritage ministries).
 - *11. Assist the director in providing direct educational support for churches through speaking, on-site seminars, and workshops.
 - *12. Assist in the writing, production, and distribution of CLC educational resources.
 - *13. Write and/or provide CLC-related materials for Baptist publications, as well as secular and professional publications.
 - *14. Maintain professional growth through continuing education, skill development and professional involvement in the areas of leadership, management, supervised ministries, ethical issues and spiritual development.
 - *15. Process mail and other correspondence accurately and timely.
 - *16. Prepare and proofread letters, memos, spreadsheets and other correspondence accurately and timely.
 - *17. Answer phones promptly, take accurate messages, and respond to requests for information timely.
 - *18. Attend meetings and participate in training as required.
 - *19. Maintain compliance with the Baptist General Convention of Texas policies and procedures. Maintain compliance with all state and federal laws and regulatory requirements.
 - *20. 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 earned bachelor's degree in a related field. Master's degree preferred and five years or more proven, applicable experience.
2. Requires 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.
3. Requires proficient ability to plan, administer, and report budgets.
4. Requires ability to provide strategic and logistical planning and facilitate meetings, conferences, workshops, and retreats as required.
5. Requires active membership in a BGCT-affiliated church during employment.

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6. Requires ability to effectively manage personnel; requires administrative skills to include but not limited to staff selection, development, motivation, scheduling, and evaluation.
7. Requires excellent listening skills, interpersonal skills, and relationship building skills.
8. Requires excellent demonstrated leadership skills necessary to appropriately influence people to achieve a desired outcome.
9. Requires ability to travel to various geographic locations and some overnight stays.
10. Requires proficient client management skills.
11. Requires ability to maintain confidentiality.
12. Requires proficient ability to exhibit detail-oriented skills necessary to understand and manage a wide-range of information from a vast amount of entities.
13. Requires proficient ability to speak, read and write English.
14. Requires ability to speak clearly and make self-understood in face to face interactions; to articulate with accuracy on the telephone.
15. Requires ability to hear and receive verbal instructions, answer phones, and proficiently communicate in situations with some background noise.
16. 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.
17. 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.
18. Requires ability to establish and maintain effective working relationships with staff, vendors, churches, committees, organizations, etc.
19. Requires excellent organizational skills, ability to multi-task.
20. Requires professionalism in the workplace to include professional and accurate communication with others.
21. Requires commitment to Christian principles and teachings both professionally and personally.
22. Requires proficient working knowledge and ability to use various office software including, but not limited to, Microsoft Word, Microsoft Publisher, Microsoft Access, Microsoft Excel, Microsoft Outlook email, and internet skills.
23. Requires 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.
24. 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.
25. 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.
26. Requires ability to walk, stand and sit, sometimes for prolonged periods of time.
27. Requires sufficient good health to properly discharge duties.

CONTACT: **Human Resources**
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Texas Baptists is an Equal Opportunity Employer.

Director of Ethics and Justice