



TEXAS BAPTISTS®

BAPTIST GENERAL CONVENTION OF TEXAS

OPEN POSITION POSTING

Opening Date: 05/24/2022 **Closing Date:** Until Filled

Position Title: Ministry Assistant, Associational Relations

Department/Division: Executive Director's Office

Job Type: Full Time, Non-exempt

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

BASIC FUNCTION: Provide ministry support for the Director of the Ambassador Program and Director of Church Administration & Special Projects.

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 the finances for direct supervisors to include but not limited to the check approval process, purchase order approval process, tracking spending, billing, maintaining databases of accounts, credit card reconciliations, and generating financial reports as required.
- *2. Provide general clerical assistance for direct supervisors to include but not limited to accurate maintenance of record retention systems, filing, and responding to ministry needs from internal and external constituents.
- *3. Provide effective telecommunications support by answering phones, taking messages, routing messages and requests accurately and in a timely manner. Accurately identify high-priority calls and take immediate action to inform staff then properly manage routing of calls and/or messages to the appropriate individual.
- *4. Manage social media and website communications for direct supervisors' areas of responsibility.
- *5. Maintain current, accurate calendar for the meetings, events, and activities of direct supervisors.
- *6. Make travel arrangements including airline, hotel and rental car reservations. Notify supervisors of arrangements and provide travel documentation required for trip in a timely manner.
- *7. Assist direct supervisors in scheduling, coordinating, promoting, preparing, and implementing special projects and events for which they are responsible.
- *8. Assist direct supervisors in preparing materials and online resources for their areas of responsibility.

Ministry Assistant, Associational Relations

- *9. Assist direct supervisors in preparing a display booth for conventions, conferences, and special events.
 - *10. Assist direct supervisors with preparation for training events, customized projects, and conferences by communicating with conference leaders, host churches, and associations, and securing lodging, and making travel arrangements for conference leaders.
 - *11. Provide accurate lists and reports of church leaders and information from the BGCT database related to the regular work of direct supervisors.
 - *12. Attend meetings and participate in training as required.
 - *13. Maintain compliance with BGCT policies and procedures. Maintain compliance with all state and federal laws and regulatory requirements
 - *14. 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. In-depth understanding of a comprehensive field of knowledge, generally acquired through earned associate's degree in Communications or directly applicable experience.
2. Creative, detail-oriented, willing and able to accurately manage, improve and complete processes and tasks.
3. Active membership in a church supportive of the BGCT during employment.
4. Knowledge of denominational structure and church programs.
5. Proficient time management skills.
6. Ability to learn and understand event objectives and BGCT committee procedures.
7. Proficient ability to exhibit detail-oriented skills necessary to understand and manage a wide-range of information from a vast amount of entities.
8. Proficient ability to speak, read and write English.
9. 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.
10. Work deals mostly with preparing and reading data, figures, and 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.
11. 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.
12. Ability to speak clearly in face-to-face interactions; to articulate with accuracy on the telephone.
13. Ability to hear and receive verbal instructions, answer phones, and proficiently communicate in situations with some background noise.
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 establish and maintain effective working relationships with staff, vendors, churches, committees, organizations, etc.
17. Excellent organizational skills; ability to multi-task.

18. Professionalism in the workplace to include professional and accurate communication with others.
19. Commitment to Christian principles and teachings both professionally and personally required, with an understanding and commitment to Baptist distinctives.
20. Proficient working knowledge and ability to use various office software including, but not limited to, Microsoft Word, Excel, PowerPoint, Google email, and internet skills.

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