



TEXAS BAPTISTS®

BAPTIST GENERAL CONVENTION OF TEXAS

OPEN POSITION POSTING

Opening Date: 1/28/2021

Closing Date: Until Filled

Position Title: Ministry Assistant, Evangelism

Department/Division: Center for Church Health

Job Type: Regular Full-Time, Non-Exempt

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

BASIC FUNCTION:

To provide ministry assistance to the Director of Evangelism, the Lead Apologist and the African American Specialist in the The Center for Church Health of the BGCT. The Evangelism Team consists of Youth Evangelism, Hispanic Evangelism, Apologetic Evangelism, and African American Evangelism.

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.*

*Provide administrative support for the Director of Evangelism, Lead Apologist, and African American Specialist to include but not limited to:

- Handle records retention and organization for the area, including inventory of files and materials.
- Responding to ministry needs from internal and external constituents.
- Provide administrative support and direction to Evangelism contract staff as needed.
- Process mail and other correspondence accurately and timely.
- Prepare and proofread letters, memos, spreadsheets and other correspondence accurately and timely.
- Order office supplies as needed.
- Communicate to the Evangelism Team on behalf of the Director effectively through written and email correspondence, announcements, and other methods as needed.
- Provide regular input in decisions involving direction and focus of the Evangelism Team. Research recommendations for changes and provide reporting to the Director and other specialists as requested.
- Maintain extensive knowledge of all programs/ministries of the Center for Church Health, and more specifically the Evangelism Team, and respond to inquiries from internal and external constituents as required.
- Coordinate meetings of the Evangelism Team for the Director to include scheduling meeting venue, ordering refreshments, communicating with team about attendance, and other tasks as appropriate to schedule and coordinate meetings.

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- Make travel arrangements to include but not limited to airline, hotel and rental car reservations for the Director, Apologetics Lead and African American Specialist as needed.
- Ensure preparation for Executive Board and Evangelism Strategic Planning Council: reports as needed, meeting arrangements and communications with council members.
- Prepare and/or gather conference and seminar materials to include but not limited to materials for the BGCT Annual Meeting, Executive Board meetings, conferences and events as requested.

*Provide effective social media, online and telecommunications support:

- Answering phones, taking messages, routing messages and requests timely and accurately. Accurately identify high priority callers such as large event speakers and Christian entertainment personnel.
- Take immediate action to inform and remind the Director, Apologetics Lead and African American Specialist of upcoming events, tasks, and other scheduled responsibilities related to the Texas Baptist work.
- Oversee social media announcements and marketing with the Communications department to keep constituents informed of upcoming events.
- Work with Director and Specialists on marketing strategies, editing documents for online promotion and other media marketing as needed.

* Oversee coordination and organization of detailed logistics for regional and statewide evangelism events:

- Work with vendors.
- Assist with marketing.
- Ensure organization of assignments.
- Have extensive knowledge of event details.
- Travel to events as needed.

*Make routine decisions on day-to-day management of operations of the Evangelism Team that includes the coordination of the workflow of the ministry assistants on the team.

- Provide leadership to the workflow of all ministry assistants of the Evangelism Team.
- Oversee other ministry assistants and Evangelism staff in the timely processing and reconciling of travel expenses and Wells Fargo credit card billings for Evangelism Team.
- Process check requisitions, miscellaneous receipts and journal entries for Evangelism Team timely and accurately.
- Ensure the posting of attendance and vacation records by the Evangelism Team staff on Paycom so that these are submitted and requested on timely basis.

*Effectively utilize the Salesforce system to input and look up contact information of churches and individuals that the Director of Evangelism and Specialist staff coe in contact with as requested.

*Attend meetings and participate in training as required.

*Maintain compliance with Baptist General Convention of Texas policies and procedures, as well as all state and federal laws and regulatory requirements.

*Assist in other special projects and tasks as assigned, including assignments as requested by the Center for Church Health Director.

**Task which is considered to be an essential function 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. 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 5 years or more proven, applicable experience.
2. Active membership in a church supportive of the BGCT during employment.
3. 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.
4. Proficient ability to plan, administer, and report budgets.
5. Ability to provide strategic and logistical planning and facilitate meetings, conferences, workshops, and retreats as required.
6. Ability to effectively manage personnel; requires administrative skills to include but not limited to staff selection, development, motivation, scheduling, and evaluation.
7. Excellent listening skills, interpersonal skills, and relationship building skills.
8. Excellent demonstrated leadership skills necessary to appropriately influence people to achieve a desired outcome.
9. Ability to travel to various geographic locations, including travel by car, and some overnight and weekend stays.
10. Proficient client management skills.
11. Ability to maintain confidentiality.
12. Proficient ability to exhibit detail-oriented skills necessary to understand and manage a wide-range of information from a vast amount of entities.
13. Proficient ability to speak, read and write English.
14. Ability to speak clearly and make self-understood in face-to-face interactions; to articulate with accuracy on the telephone.
15. Ability to hear and receive verbal instructions, answer phones, and proficiently communicate in situations with some background noise.
16. 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. 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. Ability to establish and maintain effective working relationships with staff, vendors, churches, committees, organizations, etc.
 19. Excellent organizational skills; ability to multi-task.
 20. Professionalism in the workplace to include professional and accurate communication with others.
 21. Commitment to Christian principles and teachings both professionally and personally, with an understanding and commitment to Baptist distinctive.
 22. Proficient working knowledge and ability to use various office software including, but not limited to, Microsoft Word, Microsoft Publisher, Microsoft Access, Microsoft Excel, Google email, and internet skills.
 23. 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. 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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CONTACT: **Human Resources**
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Texas Baptists is an Equal Opportunity Employer.

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