



TEXAS BAPTISTS®

BAPTIST GENERAL CONVENTION OF TEXAS

OPEN POSITION POSTING

Opening Date: 01/12/2023

Closing Date: Until Filled

Position Title: Ministry Assistant, Intercultural Ministries

Department/Division: Center for Cultural Engagement/Intercultural Ministries

Job Type: Part Time, Exempt

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

BASIC FUNCTION:

Assist Intercultural Ministries in serving the intercultural churches.

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. Effectively monitor and maintain the information on each intercultural church. This includes our data sheet, reporting changes to IMT, updating contacts in google contacts for the director and specialist and continually updating the intercultural directory. Requires strong computer, telephone, and interpersonal communication skills.
- *2. Provide general clerical assistance for the Intercultural Ministries Office 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 communications support answering phones, taking messages, emailing, and responding to email, routing messages and requests timely and accurately.
- *4. Make travel arrangements including airline, hotel, and rental car reservations. Notify supervisor and staff of arrangements and provide travel documentation required for trip in a timely manner.
- *5. Maintain extensive knowledge of all programs/ministries of the Intercultural Ministries Office and be able to respond to requests for information accurately and timely.
- *6. Maintain and produce accurate records. Enter data into computer system accurately; prepare accurate correspondence and documents as required.
- *7. Relate positively to all pastors and church personnel of Intercultural Baptist churches affiliated with the Baptist General Convention of Texas (BGCT.) Additionally, a spirit of flexible and

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culturally sensitive awareness in your interactions with Intercultural Churches is critical. Ask director for guidance and assistance.

- *8. Prepare and assist in the management of the Intercultural Ministries. Maintain accurate and up to date record of each Intercultural Ministries financial accounts.
- *9. Schedule appointments, meetings, conferences, and reservations for the Director of the Intercultural Ministries.
- *10. Arrange and perform support for Intercultural fellowships, including all annual meetings and state meetings. Working directly with Conferences and Events on outside meetings.
- *11. Assist in posting and development of content on our offices social media platforms.
- *12. Maintain extensive knowledge of Salesforce, FE, UKG software program; enter data and extract data from the system as required. Working knowledge of Microsoft and Google products. Strong Excel, Google Docs, and Google Sheets knowledge a must.
- *13. Process check/ACH requisitions, invoices, reimbursement vouchers, credit card bills and travel expenses as required in an accurate and timely manner; maintain efficient record retention system for these documents. Monitor compliance with budgetary guidelines and notify manager of any budget deficit.
- *14. Work with co-workers effectively to meet timely objectives established for the successful completion of projects.
- *15. Process mail and other correspondence accurately and timely.
- *16. Attend meetings and participate in training as required.
- *17. Maintain compliance with the BGCT policies and procedures. Maintain compliance with all state and federal laws and regulatory requirements.
- *18. 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 an earned associate's degree in related field or equivalent minimum of 2 years proven experience in related field.
2. Active membership in a church supportive of the BGCT during employment.
3. Commitment to Christian principles and teachings both professionally and personally, with an understanding and commitment to Baptist distinctives.

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4. Proficient information management skills, to include:
Client management skills; ability to maintain confidentiality; ability to exhibit detail-oriented skills necessary to understand and manage a wide-range of information from a vast amount of entities; excellent organizational skills; ability to multi-task.
5. Requires strong telephone communication and interpersonal skills, to include:
 - a. Proficient ability to speak, read and write English; ability to speak clearly and make self-understood in face-to-face interactions and to articulate with accuracy on the telephone; ability to hear and receive verbal instructions, answer phones and proficiently communicate in situations with some background noise.
 - b. Ability to establish and maintain effective working relationships with staff, vendors, churches, committees, organizations, etc.; professionalism in the workplace, to include professional and accurate communication with others.
6. 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.
7. Ability to speak, read and write English proficiently and professionally. Ability to be patient and understand English spoken by ESL speakers.
8. Ability to concentrate on fine detail with some interruption; ability to focus attention on tasks for 45-60 minutes at a time on a continual basis.
9. 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.
10. Proficient working knowledge and ability to use various office software including, but not limited to, Microsoft Word, Microsoft Publisher, Microsoft Excel, Google email, Salesforce, Financial Edge, internet and social media skills.
11. 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.
12. 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.

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

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