



TEXAS BAPTISTS®

BAPTIST GENERAL CONVENTION OF TEXAS

OPEN POSITION POSTING

Opening Date: 02/26/2020

Closing Date: Until Filled

Position Title: Ministry Assistant, Missions Mobilization

Department/Division: Missions Mobilization

Job Type: Regular Full-Time, Non-Exempt

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

BASIC FUNCTION: This position assists the Church Starting Strategists and the Missions Team in an assigned area with all responsibilities and tasks related to accomplishing the work of developing new churches and missional activities.

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. Assist the Missions Team in the office administration of all facets of ministry pertaining to those areas.
- *2. Work with Team Lead MA to the Missions Team Leader on financial matters.
- *3. Assist each office with funding requests and wire transfers for program support, grant requests and reimbursements for coordinator/consultant travel or service.
- *4. Work and update mission's communication through social media. Be responsible for web content and Email blasts to Missions Team Contacts. Example: Facebook, Twitter and Instagram.
- *5. Provide administrative support for the Missions Team to include but not limited to accurate maintenance of record retention systems and efficient recording of information from individuals, churches, and ministries for the development of comprehensive monthly reports.
- *6. Assist with development and production or resource information, materials, and promotional literature as required.
- *7. Run giving reports from the Salesforce system.
- *8. Produce usable records and process all data in the Strategist's area of responsibility.

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- *9. Prepare recurring spreadsheets for weekly program support checks for assigned service area to all funded churches upon receipt of New Church Monthly Report.
 - *10. Maintain detailed funding status spreadsheet for all new church funding. Prepare reports for Strategists as requested.
 - *11. Assist in development and preparation of all Missions Funding Council agenda materials related to Strategists.
 - *12. Run Financial Reports from the Financial Edge system
 - *13. Enter data into computer system accurately; prepare accurate correspondence and documents as required.
 - *14. Process mail and other correspondence accurately and timely.
 - *15. Prepare and proofread letters, memos, spreadsheets and other correspondence accurately and timely.
 - *16. Attend meetings and participate in training as required.
 - *17. Maintain compliance with the Baptist General Convention of Texas policies and procedures. Maintain compliance with all state and federal laws and regulatory requirements.
 - *18. Work with co-workers effectively to meet timely objectives established for the successful completion of projects.
 - *19. Perform other duties as required.
- *Task which is considered to be an essential and primary 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. Proficient client management skills.
4. Ability to maintain confidentiality.
5. Proficient ability to exhibit detail-oriented skills necessary to understand and manage a wide-range of information from a vast amount of entities.
6. Proficient ability to speak, read and write English.
7. 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.
8. Ability to speak clearly and make self-understood in face to face interactions; to articulate with accuracy on the telephone.

9. Ability to hear and receive verbal instructions, answer phones, and proficiently communicate in situations with some background noise.
10. 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.
11. 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.
12. Ability to establish and maintain effective working relationships with staff, vendors, churches, committees, organizations, etc.
13. Excellent organizational skills; ability to multi-task.
14. Professionalism in the workplace to include professional and accurate communication with others.
15. Commitment to Christian principles and teachings both professionally and personally, with an understanding and commitment to Baptist distinctives.
16. Proficient working knowledge and ability to use various office software including, but not limited to, Microsoft Word, Microsoft PowerPoint, Microsoft Excel, Google Mail, Google Calendar, Financial Edge, Salesforce, Constant Contact internet skills, Google Docs, Survey Monkey, Mail Chimp, Prezi and Cognito, or have the ability to learn these programs.
17. 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.
18. Proficient accounting skills required to process invoices, vouchers, checks and manage the budget.
19. Sufficient good health to properly discharge duties.

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**
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Texas Baptists is an Equal Opportunity Employer.

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