



TEXAS BAPTISTS®
BAPTIST GENERAL CONVENTION OF TEXAS

OPEN POSITION POSTING

Opening Date: 04/18/2023

Closing Date: Until Filled

Position Title: Ministry Assistant

Department/Division: Women's Missionary Union (WMU)

Job Type: Regular Full Time, Exempt

Location: 10325 Brockwood Rd, Dallas, TX 75238

BASIC FUNCTION:

Provide administrative support to the WMU office to include general office tasks.

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. Lead efforts to receive and distribute orders of the Mary Hill Davis Offering for Texas Missions, the Annie Armstrong Easter Offering (NAMB), and the Lottie Moon Christmas Offering (IMB). Prepare the week of prayer orders accurately and timely.
- *2. Maintain the onsite postage system in accordance with BGCT requirements.
- *3. Serve as a liaison with Associations and communicate as required.
- *4. Promptly answer phones, take messages and respond to requests for information accurately.
- *5. Process mail and other correspondence as required and distribute to appropriate staff accurately and timely.
- *6. Prepare and proofread letters, memos, spreadsheets and other correspondence accurately and timely as required.
- *7. Greet guests appropriately and professionally, and provide direction or assistance as needed.
- *8. File in record retention system as requested.
- *9. Effectively work with co-workers to meet timely objectives established for the successful completion of a project.
- *10. Attend meetings and participate in training as required.

Ministry Assistant, WMU

*11. Receive, inventory, store, and deliver materials associated with the mission and purpose of the WMU OF TEXAS to support all churches in Texas.

*12. 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 prior general office or clerical experience.
2. Requires proficient ability to speak, read and write English. The ability to also speak, read and write Spanish is preferred.
3. Requires ability to speak clearly and make self understood in face to face interactions; to articulate with accuracy on the telephone.
4. Requires ability to hear and receive verbal instructions, answer phones, and proficiently communicate in situations with some background noise.
5. Requires excellent organizational skills; ability to multi-task.
6. Requires professionalism in the workplace to include professional and accurate communication with others.
7. Requires ability to effectively prioritize and multi-task.
8. Commitment to Christian principles and teachings both professionally and personally required.
9. 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.
10. Requires ability to use general office equipment correctly to include fax, phone, computer, and copier.
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.

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

Ministry Assistant, WMU