



TEXAS BAPTISTS
BAPTIST GENERAL CONVENTION OF TEXAS

OPEN POSITION POSTING

Opening Date: 08/24/2021

Closing Date: Until Filled

Position Title: Ministry Assistant for Women's Ministry Team/Single Adult Specialist

Department/Division: The 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 Women's Ministry Team and the Single Adult Specialist in the Center for Church Health of the BGCT. The Women's Ministry Team consists of a director and two contract staff members. The Single Adult Specialist serves on the Discipleship Team.

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 Women's Ministry Team and Single Adult Specialist.
- * Communicate to the Women's Ministry Team and Single Adult Specialist effectively through written and email correspondence, announcements, and other methods as needed.
 - * Maintain extensive knowledge of all programs/ministries of the Women's Ministry Team and Single Adult Ministry and respond to inquiries from internal and external constituents as required.
 - * Coordinate meetings of the Women's Ministry Team and Single Adult Ministry to include scheduling meeting venue, ordering refreshments, communicating with team about attendance, and other tasks as appropriate to schedule and coordinate meetings.
 - * Make travel arrangements to include but not limited to airline, hotel and rental car reservations, as required.
 - * Ensure preparations for Executive Board meetings: 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 telecommunications support, answering phones, taking messages, routing messages and requests in a timely and accurate manner.
 - * Oversee coordination and organization of detailed logistics for regional and statewide events: including, but not limited to
 - Work with vendors.
 - Registration process, venue coordination, contracts
 - Financial processing: deposits, honoraria

Ministry Assistant for Women's Ministry Team/Single Adult Specialist

- 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 for the Women's Ministry Team and Single Adult Ministry.

- Effectively utilize the SalesForce system to input and look up contact information of churches and individuals that the Women's Ministry Team and Single Adult Specialist come in contact with, as requested.
- Maintain accurate financial records according to established procedures and guidelines set forth by financial services, including:
 - Maintaining annual budgets of the Women's Ministry Team and Single Adult Specialist using Financial Edge and Excel software.
 - Assisting in budget preparation by preparing reports as requested for the Women's Ministry Team and Single Adult Specialist.
 - Maintaining and adjusting the Women's Ministry Team and Single Adult Specialist monthly recurring payables. Provide reporting, as requested.
 - Preparing accurate monthly Cooperative Program, Mary Hill Davis, NAMB and Allocated Funds' financial summaries for Women's Ministry Team and Single Adult Specialist.
 - Processing check requisitions, miscellaneous receipts, and journal entries accurately.
- Effectively organize and carry out the daily work of the Women's Ministry Team and Single Adult Specialist.
- Provide administrative support and direction to staff as needed.
- Handle records retention and organization for the area, including inventory of files and materials.
- Order office supplies as needed.
- Accurate maintenance of record retention systems, filing.
- Responding to ministry needs from internal and external constituents.
- Process mail and other correspondence accurately and timely.
- Prepare and proofread letters, memos, spreadsheets, and other correspondence accurately and timely.
- 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 Director of the Center for Church Health.

*Task which is considered to be an essential function and primary duty 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. Understanding of a comprehensive field of knowledge, generally acquired through earned associate degree in a related field. Two years or more proven, applicable experience required.
2. Active membership in a church supportive of the BGCT during employment.
3. Commitment to Christian principles and teachings both professionally and personally. Knowledge of and commitment to traditional Baptist distinctives.

4. 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.
 5. Proficient ability to plan, administer, and report budgets.
 6. Ability to provide strategic and logistical planning and facilitate meetings, conferences, workshops, and retreats as required.
 7. Excellent listening skills, interpersonal skills, and relationship building skills.
 8. Ability to travel to various geographic locations, including travel by car, and some overnight and/or weekend stays.
 9. Proficient client management skills.
 10. Ability to maintain confidentiality.
 11. Proficient ability to exhibit detail-oriented skills necessary to understand and manage a wide-range of information from a vast amount of entities.
 12. Proficient ability to speak, read and write English. Ability to speak, read, and write Spanish is preferred.
 13. Speak clearly and make self understood in face to face interactions; to articulate with accuracy on the telephone.
 14. Hear and receive verbal instructions, answer phones, and proficiently communicate in situations with some background noise.
 15. Concentrate on fine detail with some interruption; ability to focus attention on tasks for 45-60 minutes at a time on a continuous basis.
 16. 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.
 17. Establish and maintain effective working relationships with staff, vendors, churches, committees, organizations, etc.
 18. Excellent organizational skills; ability to multi-task.
 19. Professionalism in the workplace to include professional and accurate communication with others.
 20. Proficient working knowledge and ability to use various office software including, but not limited to, Microsoft Word, Microsoft Publisher, Microsoft Excel, Google email, and internet skills. Prefer experience with Salesforce or another Customer Relationship Maintenance (CRM) database.
 21. Ability to use up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently to move objects.
 22. 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.
 23. 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.
-

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**
 Phone 214-828-5168
 Fax 214-853-4257
 Email hr@texasbaptists.org

Texas Baptists is an Equal Opportunity Employer.