



TEXAS BAPTISTS®

BAPTIST GENERAL CONVENTION OF TEXAS

OPEN POSITION POSTING

Opening Date: 6/14/2023

Closing Date: Until Filled

Position Title: Ministry Assistant to Women's Ministry Director/Single & Young Adult Director

Department/Division: Center for Church Health/ Women's Ministry/Single & Young Adult Ministry

Job Type: Regular Full Time, Non-Exempt

Location: 7557 Rambler Road, Suite 1200, Dallas, TX 75231

BASIC FUNCTION:

To provide ministry assistance to the Women's Ministry Director and the Single & Young Adult Director in the Center for Church Health of the BGCT.

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 Director and the Single & Young Adult Director.
- * Communicate to the Women's Ministry Director and the Single & Young Adult Director effectively through written and email correspondence, announcements, and other methods as needed.
 - Maintain extensive knowledge of all programs/ministries of the Women's Ministry Director and the Single & Young Adult Director and respond to inquiries from internal and external constituents as required.
- * Coordinate meetings of the Women's Ministry and Single & Young 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.

Ministry Assistant to Women's Ministry Director/Single & Young Adult Director

- * 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
 - 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 for the Women's Ministry and Single & Young Adult Ministry
- * Effectively utilize the Salesforce system to input and look up contact information of churches and individuals that the Women's Ministry Director and the Single & Young Adult Director 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 and Single & Young Adult Ministry using Financial Edge and Excel software.
 - Assisting in budget preparation by preparing reports as requested for the Women's Ministry and Single & Young Adult Ministry.
 - Maintaining and adjusting the Women's Ministry and Single & Young Adult Ministry 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 and Single & Young Adult Ministry.
 - Processing check requisitions, miscellaneous receipts, and journal entries accurately.
- * Effectively organize and carry out the daily work of the Women's Ministry and Single & Young Adult Ministry.
- * 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 of the job*

**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.*

Ministry Assistant to Women's Ministry Director/Single & Young Adult Director

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.

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

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