



TEXAS BAPTISTS®

BAPTIST GENERAL CONVENTION OF TEXAS

OPEN POSITION POSTING

Opening Date: 11/18/2020

Closing Date: Until Filled

Position Title: Ministry Assistant, African American Ministries

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Department/Division: Center for Cultural Engagement

Job Type: Regular Full-Time, Non-Exempt

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

BASIC FUNCTION:

This position is to assist the Director with all responsibilities and tasks related to accomplishing the work of the African American Ministries

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. Provide general clerical and digital support to the African American Ministries to include but not limited to:
 - A. Filing and accurate maintenance of record retention systems
 - B. Processing the daily mail
 - C. Handling written communication through standard letters/emails in reply to routine correspondence; proofreading and correcting errors; typing labels, letters, and envelopes
 - D. Processing check requests for payment of invoices and contracts
 - E. Maintaining processing, distributing, and updating records/databases, files, and documents
 - F. Order and maintain departmental supplies in a well-organized manner
 - G. Coordinate with Web Content Team with website, events, and information keeping static pages on web current and up to date.
- *2. Relate to and build effective relationships with pastors and church personnel of African American Baptist churches affiliated with the BGCT.
- *3. Assist the Director in the preparation and management of the department's budget. This will include, but not limited to, maintaining accurate financial records according to the procedures established by accounting and to include retention of receipts, and expenditures related to budget.

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- *4. Schedule appointments, meetings, conferences, and reservations for the Director of African American Ministries.
- *5. Make travel arrangements including airline, hotel and rental car reservations. Notify supervisor and/or staff of arrangements and provide travel documentation required for trip in a timely manner.
- *6. Handle arrangements for all events, including annual and state meetings, and working directly with the Event Manager in Communications on outside meetings. Provide on-site administrative support for events as needed, such as set-up, registration, etc.
- *7. Attend meetings and participate in training as required.
- *8. Maintain compliance with Baptist General Convention of Texas policies and procedures.
- *9. Maintain compliance with all state and federal laws and regulatory requirements.
- *10. Perform other duties as required.
- *11. Work with Center Special Projects Specialist to undergird Center for Cultural Engagement efforts by tithing approximately 2-4 hours of work weekly.

*Task which is considered to be a 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. Requires in-depth understanding of a comprehensive field of knowledge, generally acquired through an earned Associate's degree or equivalent minimum of two years proven experience in related field. Bachelor's degree in related field preferred.
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.
4. Must have an in-depth understanding of the African American community, including their worship practices.
5. Proficient information management skills, to include:
 - a. Proficient using digital platforms and media such as Facebook, YouTube, and Instagram; ability to maintain confidentiality; proficient 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.
6. Proficient communication and interpersonal skills, to include:
 - a. Proficient ability to speak, read, and write English; have clear and concise communication skills during face to face interactions and the ability to articulate with accuracy via telephone; ability to hear/receive verbal instructions, answer phones, and proficiently communicate in situations with some background noise.

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- 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.
 - c. Ability to relate well and communicate effectively with members of the African American culture.
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. Requires ability to concentrate on the fine details with some interruptions likely; ability to focus attention on tasks for 45-60 minutes at a time on a continuous basis.
 9. Requires 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 Access, Microsoft Excel, Google email, Financial Edge, Salesforce and Zoom.
 11. Ability to use up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently 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.

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.