



OPEN POSITION POSTING

Opening Date: 01/21/2021

Closing Date: Until Filled

Position Title: Missions Specialist

Department/Division: Center for Missional Engagement

Job Type: Regular Full-Time, Exempt

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

BASIC FUNCTION: Work in the development of processes and models to help pastors and local churches connect with their communities through missions and ministry. Also, help the Center for Missional Engagement staff in program areas and events promoting, implementing, and facilitating.

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. Work in conjunction with the Center for Missional Engagement staff to assist in the implementation of programs and events.
- *2. Visit with pastors and enlist churches to connect with their communities through missions and ministry.
- *3. Visit and enlist churches and church groups to participate in mission trips with the different program areas in the Center for Missional Engagement.
- *4. Visit pastors and church staff to help in developing missional leaders.
- *5. Assist churches and church groups to mobilize church members in their communities and develop ministries to meet the physical, spiritual and relational needs of the community.
- *6. Encourage church staff and leaders to partner in missions with the Center for Missional Engagement programs.
- *7. Continue to facilitate and organize the correspondence and communication with local churches and associations.
- *8. Receive, file and generate a monthly report of church involvement in neighborhood and community ministries.
- *9. Provide trainings for mission leaders and people interested in starting community ministries.
- *10. Promptly answer phones, take messages, and respond to requests for information.
- *11. Attend and report during the Center for Missional Engagement meetings and participate in training as required.

Missions Specialist

- *12. Maintain compliance with the Center for Missional Engagement guidelines and best practices.
- *13. Maintain compliance with Baptist General Convention of Texas policies and procedures. Maintain compliance with all state and federal laws and regulatory requirements.
- *14. Perform other duties and tasks as required.
- *15. Work with MA to Team Director on Financial Matters relating to Program Areas.
- *16. Assist Ministry Assistants with facilitation of check requests and wire transfers for program support, grant requests and reimbursement.
- *17. Provide administrative support for the Center for Missional Engagement staff 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.
- *18. Communicate your schedule through our google calendar.
- *19. Assist directors in drafting correspondence, scheduling, preparing for meetings, expense reimbursement procedures, and travel arrangements efficiently as required.
- *20. Have personal meetings with the Director of the Center for Missional Engagement and program staff.

*Tasks which are considered to be primary functions 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 bachelor's degree in a related field.
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. Proficient task management skills.
5. Current knowledge of all laws relating to event and meeting planning and ability to maintain current knowledge.
6. Proficient ability to exhibit detail-oriented skills necessary to understand and manage a wide-range of information from a vast amount of entities.
7. Proficient ability to speak, read and write English.
8. Ability to travel to various geographic locations and some overnight stays.
9. Ability to speak clearly and make self-understood in face-to-face interactions; to articulate with accuracy on the telephone.
10. Ability to hear and receive verbal instructions, answer phones, and proficiently communicate in situations with some background noise.
11. 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.
12. 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.
13. Ability to establish and maintain effective working relationships with staff, vendors, churches, committees, organizations, etc.
14. Excellent organizational skills; ability to multi-task.
15. Professionalism in the workplace to include professional and accurate communication with others.
16. Proficient working knowledge and ability to use various office software including, but not limited to, Microsoft Word, Access, Excel, Google email, and internet skills.

17. Ability to 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.
18. Proficient ability to plan, administer, and report budgets.
19. Ability to provide strategic and logistical planning and facilitate meetings, conferences, workshops, and retreats as required.
20. Excellent listening skills, interpersonal skills, and relationship building skills.
21. Excellent demonstrated leadership skills necessary to appropriately influence people to achieve a desired outcome.
22. Ability to use up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds continuously to move objects.
23. 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.
24. 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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