



TEXAS BAPTISTS®

BAPTIST GENERAL CONVENTION OF TEXAS

OPEN POSITION POSTING

Opening Date: 06/14/2022

Closing Date: Until Filled

Position Title: Senior Researcher-Coordinator of 1839 Society

Department/Division: Executive Director's Office

Job Type: Full Time, Non-exempt

Location: 209 N. 8th Street | Waco, TX 76701

BASIC FUNCTION: Serve as office support for the Texas Baptist Historical Collection to ensure appropriate and timely customer service to include support services for staff, processing research requests and preservation requests by churches, institutions, and individuals, program assistance, and disaster relief coordination with churches, associations, and related entities. This position coordinates the Friends of the TBHC Library.

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. Produce correspondence to churches, institutions, and individuals requesting historical research/information.
- *2. Process historical materials by creating archival files, integrating new acquisitions into the Collection's holdings and accurately entering historical data into computer system.
- *3. Prepare and proofread letters, memos, spreadsheets and other correspondence accurately and timely.
- *4. Coordinate with interested parties and share the opportunity and benefits of joining the 1839 Society.
- *5. Contact Senior Adult groups of Texas Baptists Churches, inviting them to take a tour of the TBHC and the Texas Baptist Historical Museum in Independence.
- *6. Prepare and deliver a 45-50 minute presentation on the History of Texas Baptist.
- *7. Attend, and if invited, speak at Baptist Associational meetings within 90 miles of Waco.

*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. In-depth understanding of a comprehensive field of knowledge, generally acquired through an earned Bachelor's degree in related field or equivalent minimum of 2 years proven experience in related field.
2. Active membership in a church supportive of BGCT during employment.
3. Knowledge of denominational structure and church programs.

Senior Researcher-Coordinator of 1839 Society

4. Proficient ability to speak, read and write English.
5. Ability to identify, organize and communicate with interested parties in supporting the TBHC ministry through the Friends of the TBHC group.
6. 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.
7. 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.
8. Ability to speak clearly and make self understood in face-to-face interactions; to articulate with accuracy on the telephone.
9. Ability to hear and receive verbal instructions, answer phones, and proficiently communicate in situations with some background noise.
10. 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.
11. 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.
12. Excellent organizational skills; ability to multi-task.
13. Professionalism in the workplace to include professional and accurate communication with others.
14. Commitment to Christian principles and teachings both professionally and personally required, with an understanding and commitment to Baptist distinctives.
15. 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, and internet skills

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