



TEXAS BAPTISTS®

BAPTIST GENERAL CONVENTION OF TEXAS

OPEN POSITION POSTING

Opening Date: 11/24/2020

Closing Date: Until Filled

Position Title: Special Projects Specialist

Department/Division: Center for Cultural Engagement

Job Type: Regular Full-Time, Exempt

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

BASIC FUNCTION:

Under the supervision of the Center Director, Manage Special Projects to include Communication with Commissions and Committees, budget development, oversight, and reporting, planning, implementation/and/or coordination of exhibits, assisting with vendors, administrative, organizational and operational functions of the Center. Assist Center staff with logistics, schedules, calendars, planning, and ministry assignments.

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. Manage the finances for the Center for Cultural Engagement and the Christian Life Commission. Support budget development and reporting for the Office of African American Ministry, Intercultural Initiatives, Texas Baptist Español and Chaplaincy Ministries,
- *2. Provide coordination of budget process for the Center Director, CLC, TBE, Intercultural Ministries, Chaplaincy Ministries, and Office of African American Ministries utilizing BGCT approved software. Print reports on monthly basis as required by Center Director.
- *3. For the Center Director and the CLC, process check requisitions, invoices, reimbursement vouchers, as required accurately and timely; maintain efficient record retention system for these documents. Monitor compliance with budgetary guidelines and notify manager of any budget deficit.
- *4. Work with Office of African American Ministry, Texas Baptist Español, and the Intercultural Initiative to coordinate, manage, and propose process/deploy improvement for the Mary Hill Davis Ethic Scholarship Project as per project manual.
- *5. Maintain extensive knowledge of the ministries of the Center for Cultural Engagement and be able to respond to requests for information in a timely manner.

Specialist Projects Specialist

- *6. Work with Center Ministry Assistants to provide general clerical assistance to include, but not limited to, accurate maintenance of record retention systems, filing, and responding to ministry needs from internal and external constituents. Provide effective telecommunications support answering phones, taking messages, routing messages and requests timely and accurately. Accurately identify high priority callers and take immediate action to inform staff then properly manage routing of caller and/or messages to the appropriate individual.
- *7. Provide web content management as required by the Center for Cultural Engagement Directors.
- *8. Support and assist Cultural Engagement Directors in the planning and budget development for upcoming year.
- *9. Work with co-workers effectively to meet timely objectives established for the successful completion of projects.
- *10. Maintain extensive knowledge of all BGCT software program; enter data and extract data from the system as required.
- *11. Prepare and proofread letters, memos, spread sheets and other correspondence accurately and timely.
- *12. Process mail and other correspondence accurately and timely.
- *13. Manage meeting logistics (hotel reservations, meals, invitations, set-up, etc.), take notes and participate as required.
- *14. Maintain compliance with the Baptist General Convention of Texas policies and procedures. Maintain compliance with all state and federal laws and regulatory requirements.
- *15. Participate in BGCT required training and perform other duties as required
- *16. Represent BGCT and the Center for Cultural Engagement at BGCT churches on Sundays to include Sunday School or Bible Study presentations and/or Sermon presentations.

*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 earned bachelor's degree in a related field and 5 years or more proven, applicable experience.
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. Speaking, preaching and/or representing BGCT with platform skills set at BGCT churches.
5. Proficient information management skills, to include:
 - a. Proficient client management skills; 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:
 - b. Proficient ability to speak, read, and write English; ability to speak clearly and make self-understood in face to face interactions and to articulate with accuracy on the telephone; ability to hear and receive verbal instructions, answer phones, and proficiently communicate in situations with some background noise.
 - c. 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.
 - d. Ability to read, write, and speak in Spanish preferred.
 - e. Ability to perform items a-c above in Spanish preferred.
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. 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.
9. 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 Excel, Google email, TouchPoint, Financial Edge, and internet skills.
11. 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.
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**
 Phone 214-828-5168
 Fax 214-853-4257
 Email hr@texasbaptists.org

Texas Baptists is an Equal Opportunity Employer.