



TEXAS BAPTISTS
BAPTIST GENERAL CONVENTION OF TEXAS

OPEN POSITION POSTING

Opening Date: 08/24/2021

Closing Date: Until Filled

Position Title: Super Summer Ministry Program Coordinator/Ministry Assistant

Department/Division: The Center for Church Health

Job Type: Regular Full-Time, Exempt

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

BASIC FUNCTION: To provide administrative management over Youth Evangelism events, independent contractor and volunteer supervision, and support to the Youth Events/Camp Specialist, staff, and Evangelism department as needed.

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. *Coordinate the work of Super Summer independent contractors and Super Summer Missionary Volunteers (MVPs) by providing supervision, direction, and constructive feedback.
2. *Oversee and maintain inventory of all ministry supplies and resources.
3. *Serve as the Super Summer Coordinator for all Super Summer sessions.
4. *Oversee all correspondence via phone, email, website, letters, publicity pieces or any other means of communication.
5. *Coordinate travel arrangements for volunteer staff to Youth Evangelism events and trainings.
6. *Manage the finances for Youth Evangelism by overseeing check approval process, purchase order approval process, tracking spending, billing, maintaining databases of accounts, reimbursements, and generating financial reports as required under the direction of the Youth Events / Camp Specialist.
7. *Manage the online registration system and processes.
8. *Coordinate and oversee the annual Super Summer volunteer staff training event.

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9. *Assist with processing all contracts for all Youth Evangelism events, including but not limited to artist, venue, production and merchandizing contracts.
10. *Assist with digital and print publicity campaign related to all Youth Evangelism events.
11. *Assist with the coordination, ordering and processing of merchandising needs for all Youth Evangelism events.
12. *Assist with the coordination, ordering and processing of curriculum needs for all Youth Evangelism events.
13. *Serve in ministry assistance and support to members of the Evangelism Team as directed by the Evangelism Director.
14. *Work with co-workers effectively to meet timely objectives established for the successful completion of projects as required.
15. *Attend meetings and participate in training as required.
16. *Maintain compliance with the Baptist General Convention of Texas policies and procedures. Maintain compliance with all state and federal laws and regulatory requirements.
17. *Perform other duties as required.

*Task which is considered to be an essential function and primary duty 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 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 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.
5. Proficient communication and interpersonal skills, to include:
 - a. 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.
 - 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.

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6. 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.
7. 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.
8. 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.
9. Proficient working knowledge and ability to use various office software including, but not limited to, Microsoft Word, Microsoft Excel, Salesforce, Adobe InDesign, Super Summer Registration database software, Google Suite, Financial Edge, and internet skills.
10. 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.
11. 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.

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