



TEXAS BAPTISTS®

BAPTIST GENERAL CONVENTION OF TEXAS

OPEN POSITION POSTING

Opening Date: 04/25/2024

Closing Date: Until Filled

Position Title: Director of Hispanic Education

Department/Division: Theological Education

Job Type: Full Time, Exempt

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

BASIC FUNCTION:

Direct and coordinate all Hispanic education efforts consistent with objectives of Texas Baptists; coordinate programs, leaders, teams and council(s) consistent with objectives of Texas Baptists; the Director supervises all aspects of the program including: 1) program development; 2) research; 3) communication; 4) representation; 5) training and 6) administration.

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 primary leadership in developing strategies and programs that involve Texas Baptists, affiliated collaborators, and churches, to equip Hispanics toward the attainment of educational goals.
- *2. Assemble and lead meetings of the Hispanic Education Initiative Council (HEIC); develop and coordinate guidelines for the HEIC (in conformity with the Texas Baptists Executive Board Policy); lead HEIC in development and implementation of strategic plan to achieve its goals in collaboration with Theological Education and Texas en Español.
- *3. Develop and provide primary leadership in creating a program to identify, establish, and implement church based, organizational, and institutional based ministries and programs that positively impact increasing levels of graduation rates among Hispanic youth.
- *4. Collaborate with Texas Baptists academic partners, ministry organizations, and churches, to create and implement programs, events, and/or literature that positively impact increasing Hispanic enrollment at Texas Baptists academic institutions in certificate, undergraduate, graduate, and post-graduate programs.
- *5. Collaborate with Texas Baptists staff, ministry partners and churches to develop initiatives that promote calling to vocational Christian ministry and pathways to theological education. Develop and maintain a collaborative relationship with Texas en Español to achieve program goals of the Hispanic Education Initiative (HEI).

Director of Hispanic Education

- *6. Collaborate with Texas Baptists academic partners, ministry organizations, churches, leaders, and grant makers to increase scholarship opportunities for Hispanic students.
 - *7. Under the direction of the HEIC, make recommendations that have state and national implications regarding Hispanic education priorities, including program position statements on education, citizenship, church/state and public affairs concerns.
 - *8. Work with the Texas Education Agency (TEA) and other education agencies and related organizations to represent HEIC efforts and allow Texas Baptists and the HEIC to be a part of concerted efforts to advance the education of Hispanics in Texas.
 - *9. Lead advocacy efforts for legislative issues directly related to Hispanic education by keeping Texas Baptists churches informed, by educating our Texas elected officials, and by working with other advocacy groups that have similar goals.
 - *10. Assist in the development of the annual budget for the program, as well as managing it and monitoring it; aid in the development of additional resources, as needed, for the program
 - *11. Communicate with Texas Baptists, the public at large, donors, and grant makers, and the media on current issues related to education and the functions of the program.
 - *12. Participate in the planning and implementation of conferences, workshops, worship services, retreats, and meetings per goals of the HEI. Attend meetings and participate in training as requested.
 - *13. Speak and/or provide expert presentations in churches, non-profit organizations, academic institutions, or donor settings.
 - *14. Establish and maintain positive relationships with Texas Baptists staff and volunteers, churches, associations, organizational leaders, agencies, and institutions.
 - *15. Participate in appropriate Texas Baptists meetings and work within Texas Baptists structures to accomplish program objectives.
 - *16. Assist in recruiting, screening, training, matching, supporting, and supervising of Texas Baptists volunteers.
 - *17. Promote Texas Baptists ministries in the community and within local churches.
 - *18. Provide timely and accurate information through the regular reporting mechanisms related to program effectiveness.
 - *19. Maintain compliance with Texas Baptists policies and procedures. Maintain compliance with all state and federal laws and regulatory requirements.
 - *20. Accept special assignments and performs other tasks as requested.
- *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. Concentrated understanding of a comprehensive field of knowledge. Knowledge required is normally equivalent to completion of four years of college plus advanced degree in applicable field. Doctorate degree preferred and 5 years or more of proven, applicable experience.
2. Active membership in a church uniquely aligned with Texas Baptists and must be familiar with the Hispanic Baptist Convention, Baptist polity, and have credibility with the Hispanic Baptist Convention.
3. Background and proficiency speaking to and with 1st-3rd generation Hispanic congregations.
4. Ability to communicate effectively both orally and in writing in English and Spanish. Speaking to large and small groups and individuals will be required.
5. Ability to work with culturally diverse youth and families.
6. Commitment to Christian principles and teachings both professionally and personally.
7. Must be willing and able to work nights and weekends as required.
8. Ability to recognize differences in sounds, such as voices/noises that are loud and playful instead of angry and combative; and ability to differentiate tones and volume in conversations.
9. Ability to perform tasks with little supervision. Most tasks are governed by standard practices; however, some are not. Innovative thinking is required. Detail-oriented, with good organizational skills.
10. Ability to handle multiple tasks. Self-starter; high level of initiative.
11. Ability to motivate people.
12. Personality attuned to the requirements of meeting needs of people and ability to establish and maintain effective working relationships with other employees and the public.
13. Engage in teamwork and to develop strong relationships with coworkers.
14. Airline and vehicle travel to various domestic and international geographic locations regularly. Requires train and bus travel occasionally. Some overnight stays required. Requires ability to secure and maintain current documentation necessary to travel internationally including a current passport.
15. Ability to drive assigned vehicle(s), with appropriate state license, following all laws applicable; must be eligible to be insured under Texas Baptists fleet insurance policy. Requires jobholder to maintain current required documents necessary to be able to lease vehicles domestically and internationally.
16. Requires ability to use up to 100 pounds of force occasionally and/or a small amount of force frequently or continuously to lift, carry, push, pull, or move objects (including children).

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

Director of Hispanic Education