



# TEXAS BAPTISTS®

BAPTIST GENERAL CONVENTION OF TEXAS

## OPEN POSITION POSTING

**Opening Date:** 04/18/2024

**Closing Date:** Until Filled

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**Position Title:** Ministry Assistant, Student Missions Office

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**Department/Division:** Center for Collegiate Ministry/Student Missions Office

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**Job Type:** Full Time, Non-Exempt

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**Location:** 414 S West St., Arlington, TX 76010

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### **BASIC FUNCTION:**

Serve as Ministry Assistant to the Texas Baptist Student Missions Office, located at the Baptist Student Ministry building at the University of Texas at Arlington, 414 West Street, Arlington, Texas 76019.

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**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.*

- Accounts Payable and Accounts Receivable duties and ability to navigate through the financial system.
  - Manage all financial transactions and keeping of financial records.
  - Manage the office and assist with general office duties.
  - Receptionist – answering phone calls and greeting visitors to the center.
  - Assist in mobilizing and recruiting student missionaries.
  - Assist in the preparation of publicity and recruitment pieces.
  - Assisting in preparing students for travel.
  - Assist the Student Missions Consultant is planning Discovery Weekend, Discovery Day, Orientations, Debriefings, booths events and other state-wide meetings.
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- \*1. Accounts Receivable and Accounts Payable duties include preparing check requisitions and expense forms to pay bills as received in a timely manner, record keeping and organization, ability to communicate clearly and respectfully with the Controller's Office staff and hold all transactions in confidence.
- \*2. Managing all financial transactions includes receiving funds given to Go Now Missions and communicating with local BSMs and student missionaries about funds received. Recording grant funds received and distributed. Keeping up-to-date financial books for Go Now Missions.
- \*3. Manage the office and assist with General Office Duties include dealing with the daily mail; composing standard letters/emails in reply to routine correspondence; proofreading and

**Ministry Assistant, Student Missions Office**

correcting errors; typing labels, letters, envelopes, and invoices; maintaining processing, distributing, and updating records/databases, files, and documents.

- \*4. Receptionist for Texas Baptist Student Ministries requires the ability to answer and assist callers to the center. A pleasant and patient voice and a perceptive listening ear are required.
- \*5. Assist in mobilizing and recruiting Student Missionaries requires previous missions experience as a student missionary, Church planter, Campus Missionary, Journeyman, or similar mission service. The person must have a passion for missions and a desire to work with college students. You must be able to assist in speaking about missions at either a booth recruiting setting, leading seminars, or speaking to student groups. You must also be able to assist in the interviewing and screening of student missionaries. This includes reading applications, conducting personal interviewing, and discussing placement.
- \*6. Assist in preparing students for travel will include navigating web sites related to required shots, visas and obtaining a passport. Assist with seeing teams of and greeting them upon return at the airport. You will also have to be able to communicate with the various mission sending agencies we work with and the supervisors of each project.
- \*7. Assist in the preparation of publicity and recruitment pieces. This would include use of the following computer programs: Adobe InDesign; Go; Adobe Photoshop Elements; Microsoft Power Point, Canva, Vimeo, Mozilla Firefox, Quicktime and Real Player. Any ability to help design and layout web sites or publicity pieces is helpful.
- \*8. Assist the Student Missions Consultant in planning Discovery Weekend, Discovery Day, Orientations, Debriefings, booths events and other state-wide meetings. This will include setting up and maintaining registration records, planning travel for participants, preparing any printed materials or programs, planning catering needs, and assisting with program planning. Computer skills require ability to navigate airfare websites, booking in a time sensitive manner. Knowledge of Texas airports and the location of campuses around the state are also key. Will be expected to attend all Go Now events.
- \*9. Miscellaneous assignments require flexibility and a team spirit to accomplish mailings when they need to be prepared for campuses and churches and assisting any team member with a task that needs to be completed and other details that are a part of the Texas Baptist Student Missions office.
- \*10. Attend meetings and participate in training as required.
- \*11. Maintain compliance with all BGCT policies and procedures, as well as all state and federal laws.
- \*12. Perform other duties as required.

\*Task which is considered to be an essential function of the job

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**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. Requires proficiency in Microsoft Active Directory and related tools.
2. Requires proficiency and operation of backup tools.
3. Requires proficiency and administration of security tools such as Malwarebytes.
4. Requires proficiency and administration of Google Workspace
5. Requires proficiency with Windows Server 2019 and forward operating system and related tools.
6. Requires knowledge of communications systems, ability to troubleshoot and work with vendors to resolve problems.
7. Requires ability and motivation to learn and train with little supervision, with online and book resources.
8. Requires overall knowledge and practical application of network topology, technology and analysis tools and software and hardware diagnostic utilities.
9. Requires knowledge and practical application of computer hardware and network cabling.
10. Requires active membership in a BGCT uniquely aligned church who has identified BGCT as its sole State convention or a dually aligned church during employment.
11. Requires proficient ability to exhibit detail-oriented skills necessary to understand and manage a wide-range of information from a vast amount of entities.
12. Requires proficient ability to speak, read and write English.
13. 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.
14. Requires 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.
15. Requires ability to walk, stand and sit, sometimes for prolonged periods of time.
16. Requires ability to speak clearly and make self-understood in face to face interactions; to articulate with accuracy on the telephone.
17. Requires ability to hear and receive verbal instructions, answer phones, and proficiently communicate in situations with some background noise.
18. Requires 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.

19. Requires 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.
20. Requires ability to establish and maintain effective working relationships with staff, vendors, churches, committees, organizations, etc.
21. Requires excellent organizational skills; ability to multi-task.
22. Requires professionalism in the workplace to include professional and accurate communication with others.
23. Commitment to Christian principles and teachings both professionally and personally required.
24. Proficient working knowledge and ability to use various office software including, but not limited to, Office 365, Google Workspace, and internet skills.
25. Sufficient good health to properly discharge duties required.

**CONTACT:**                   **Human Resources**  
                                  **Phone 214-828-5327**  
                                  **FAX 214-853-4257**  
                                  **E-Mail [hr@texasbaptists.org](mailto:hr@texasbaptists.org)**

**Texas Baptists is an Equal Opportunity Employer.**