



# TEXAS BAPTISTS®

BAPTIST GENERAL CONVENTION OF TEXAS

## OPEN POSITION POSTING

**Opening Date:** 11/04/2019

**Closing Date:** Until Filled

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**Position Title:** Missional Lifestyle Strategist for Adult & Multicultural

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**Department/Division:** Woman's Missionary Union of Texas (WMU)

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

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**Location:** Dallas, TX

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### **BASIC FUNCTION:**

To develop and implement a strategy for missions education for all adult and multicultural audiences and to serve as a liaison between Woman's Missionary Union of Texas (WMU) and the local church.

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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.*

1. Develop and implement a strategy for missions education among all multicultural and adult audiences; submit annual goals and plan of work to be implemented that will support the organization's mission, vision, values and priorities.
2. Serve as a strategist, consultant and liaison between WMU of Texas and all adult groups and multicultural WMU organizations.
3. Maintain professional growth through continuing education, skill development and professional involvement in the areas of missiology and multicultural missions education.
4. Manage the budget for adult and multicultural missions education organizations.
5. Prepare and provide to the Executive Director-Treasurer reports of the progress of adult and multicultural missions education for continued evaluation and development of ministries, events and resources.
6. Promote awareness of and participation in the Mary Hill Davis Offering® and Week of Prayer for Texas Missions.
7. Promote WMU of Texas Endowments to adult and multicultural audiences.
8. Create and facilitate workshops and training for missions leaders. Design handouts and presentations as needed. Identify and cultivate the ministry potential of others.

**Missional Lifestyle Strategist for Adult & Multicultural**

9. Maintain compliance with WMU of Texas and Baptist General Convention of Texas (BGCT) policies and procedures. Maintain compliance with all state and federal laws and regulatory requirements.
10. Prepare and speak at various events including but not limited to luncheons, associational meetings, board meeting, annual meeting, etc.
11. Implement missions strategies that incorporate the needs of adult and multicultural audiences.
12. Create, organize, implement and evaluate missions education resources.

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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. Proficient bi-lingual (*English, Spanish*) communication skills.
2. In-depth understanding of a comprehensive field of knowledge, generally acquired through earned Bachelor's degree in a related field. Master's degree in a ministry related field preferred, and at least three (3) years or more experience in working with WMU and multicultural audiences.
3. Active membership in a church supportive of the BGCT during employment; have a deep sense of God's call in life to serve in missions discipleship, being able to articulate that call; and consistently demonstrate a spiritual lifestyle; commitment to Christian principles and teachings both professionally and personally, with an understanding and commitment to Baptist distinctives.
4. An in-depth understanding and sensitivity to customs and views of multicultural people.
5. Ability to relate positively, influentially, and sensitively to a broad spectrum of persons in a variety of multi-tiered relationships and settings to include but not limited to clergy, laity, institutional staff/faculty, various Baptist organizations, churches of all sizes, cultural identities and worship styles, board and council members, Baptists of Texas and beyond.
6. Ability to establish and maintain effective working relationships with staff, vendors, churches, committees, organizations, etc.; relational skills for all cultures, ages, and with both sexes. Must be respectful of different customs.
7. Proficient ability to plan, administer, and report budgets.
8. Ability to provide strategic and logistical planning and facilitate meetings, conferences, workshops, and retreats as required.
9. Good listening skills, interpersonal skills, and relationship building skills.
10. Good demonstrated leadership skills necessary to appropriately influence people to achieve a desired outcome.
11. Possession of a current passport and ability to travel to various geographic locations and some overnight stays. This may require driving and flying, on your own, for various events in-state and across the US.
12. Ability to maintain confidentiality.
13. Proficient ability to exhibit detail-oriented skills necessary to understand and manage a wide-range of information from a vast amount of entities; to concentrate on fine detail with some interruption; to focus attention on tasks for 45-60 minutes at a time on a continuous basis.
14. Good organizational skills; ability to multi-task.
15. Professionalism in the office and in the field to include appearance and accurate communication with others.
16. Advanced working knowledge and ability to use various office software including, but not limited to, Microsoft Word and Microsoft Publisher; proficiency with interacting on social media

platforms such as Facebook, Pinterest and Instagram. Understands administering Facebook groups and pages.

17. 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 (setting up, tearing down at events, packing...etc.)
18. 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.

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