



TEXAS BAPTISTS®

BAPTIST GENERAL CONVENTION OF TEXAS

OPEN POSITION POSTING

Opening Date: 4/17/2017

Closing Date: Until Filled

Position Title: Administrative Assistant

Department/Division: Cultural Engagement Team

Job Type: Regular Full-Time, Non-Exempt

Location: 7557 Rambler Road, Suite 1200, Dallas, TX 75231

BASIC FUNCTION: Under the supervision of the Director, assist with administrative, organizational and operational functions for the Cultural & Associational Ministries team. Assist team staff with logistics, schedules, calendars, planning, ministry assignments, and budget oversight. Provide general assistance in the ongoing ministry and administrative function of PCN department.

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 Cultural Engagement Team to include but not limited to the check approval process, purchase order approval process, tracking spending, billing, maintaining databases of accounts and generating financial reports as required.
- *2. Maintain annual budget of the Cultural Engagement Team through the use of Financial Edge (FE) and Excel software. Print reports from FE on a monthly basis as required by Team Director.
- *3. 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. Manage the Mary Hill Davis Ethic Scholarship Project as per project manual.
- *5. Maintain extensive knowledge of Associational and Country Church ministries area and be able to respond to requests for information accurately and timely. Maintain knowledge of Texas Baptist programs and ministries and be able to respond to requests for information in a timely manner.
- *6. Assist the Association Ministry Team Director in the development, implementation and promotion of two Director of Missions Training events each year.

Administrative Assistant, Cultural Engagement Team

- *7. Coordinate all aspects of the Associational Annual Meeting Project for Associational Missions, including but not limited to providing date and time of meetings, spreadsheets, printed materials and supplies.
 - *8. Maintain the Associational Missions and Country Church databases and report changes to all appropriate offices in a timely manner
 - *9. Provide general clerical assistance for the Cultural Engagement Team 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 takes immediate action to inform staff then properly manage routing of caller and/or messages to the appropriate individual.
 - *10. Provide web content management as required by the Cultural Engagement Team.
 - *11. Assist Cultural Engagement Team in the planning and budget development for upcoming year.
 - *12. Work with co-workers effectively to meet timely objectives established for the successful completion of projects.
 - *13. Maintain extensive knowledge of TouchPoint software program; enter data and extract data from the system as required.
 - *14. Prepare and proofread letters, memos, spreadsheets and other correspondence accurately and timely.
 - *15. Process mail and other correspondence accurately and timely.
 - *16. Attend meetings required by Cultural Team Director and take notes; participate in training as required.
 - *17. Maintain compliance with the Baptist General Convention of Texas policies and procedures. Maintain compliance with all state and federal laws and regulatory requirements.
 - *18. Perform other duties as required
- *Task which is considered to be a primary 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. In-depth understanding of a comprehensive field of knowledge, generally acquired through an earned Associate'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; ability to multi-task.
5. 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.
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 Publisher, Microsoft Excel, Google email, TouchPoint, 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.

CONTACT: Human Resources
 Phone 214-828-5168
 FAX 214-887-5455
 E-Mail hr@texasbaptists.org

Texas Baptists is an Equal Opportunity Employer.