



OPEN POSITION POSTING

Opening Date: 4/17/2017

Closing Date: Until Filled

Position Title: BSM Ministry Assistant-Dallas/Collin Metro Area

Department/Division: Collegiate Ministry

Job Type: Regular, Full-Time Non-Exempt

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

BASIC FUNCTION: Provide administrative support to BSM ministerial staff. Duties include general clerical, receptionist, financial, facility management, food service and ministry based work.

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 BSM to include but not limited to:

- the check approval process, purchase order approval process, tracking spending, billing, maintaining databases of accounts, Visa reconciliations, purchasing trip insurance
- maintaining the budget, and generating financial reports as required, including a monthly financial report for local advisory group and the BGCT.
- Process check requisitions, invoices, reimbursement vouchers, credit card bills, and travel expenses 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.

*2. Office Responsibilities - Provide general clerical assistance for the BSM to include but not limited to:

- Serve as receptionist, greeting students and visitors
- Accurate maintenance of record retention systems, filing, and responding to ministry needs from internal and external constituents.
- Effective telecommunications support by 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.
- Make travel arrangements including airline, hotel and rental car reservations. Notify supervisor and staff of arrangements and provide travel documentation required for trip timely.
- Process mail and other correspondence accurately and timely.

**Ministry Assistant-Dallas/Collin Metro Area,
Collegiate Team**

- Prepare and proofread letters, memos, spreadsheets and other correspondence accurately and timely
- Schedule and coordinate meetings, conferences and church visits; maintain and distribute staff weekly schedules.
- Effectively create written documents, maintaining files (print and electronic) in an organized manner.
- Handle copier needs, including ordering of supplies and serving as liaison with copier service provider.

*3. Maintain extensive knowledge of all programs of the campus ministry and be able to respond to requests for information accurately and timely.

*4. Handle alumni and donor responsibilities, to include:

- Build and maintain contact information for alumni and friends of BSM
- Compilation and distribution of regular contact media (e-newsletter, Facebook, etc.) with BSM alumni and friends
- Work with alumni and fund raising event coordinator on events, including design and mailing of invitation and overall management of the event.

*5. Handle building responsibilities, which include

- Oversee services of lawn service and janitor
- Maintain building environment in a clean and organized manner
- As directed by the BSM Director, contact and receive bids for building repairs authorized by the BGCT Collegiate Ministry office.
- Purchase supplies for kitchen, restroom and office.

*6. Handle food service responsibilities, which include:

- Create and maintain schedule of church-provided lunches
- Maintain communication with churches before and after free lunch
- Coordinate a meal for leadership students monthly
- Coordinate a meal quarterly for the BSM Advisory Committee
- Host an appreciation lunch for all volunteers involved with serving free lunch

*7. Attend meetings and participate in training as required

*8. Maintain compliance with the Baptist General Convention of Texas policies and procedures. Maintain compliance with all state and federal laws and regulatory requirements

9. 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.

**Ministry Assistant-Dallas/Collin Metro Area,
Collegiate Team**

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. Knowledge of and commitment to traditional 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:
 - 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.
6. Work deals with duties 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. Strong organization and time management skills, including ability to multi-task.
9. Must be able to function in an environment that requires flexibility to adapt to changing schedules.
10. 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.
11. Proficient working knowledge and ability to use various office software including, but not limited to, Microsoft Word, Microsoft Publisher, Microsoft Access, Microsoft Excel, Constant Contact, Google email, Facebook, and other internet skills.
12. 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, including:
 - a. Ability to use up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently to move objects.
 - b. Ability to bend for items below or reach for items above the individual.
 - c. Ability to bend, stoop, and climb step stools

CONTACT: Human Resources
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