



TEXAS BAPTISTS®

BAPTIST GENERAL CONVENTION OF TEXAS

OPEN POSITION POSTING

Opening Date: March 27, 2019

Closing Date: Until Filled

Position Title: Ministry Assistant – Univ of Houston/Houston Area BSM (UH/HABSM)

Department/Division: Collegiate Ministry

Job Type: Regular Full-Time, Exempt

Location: University of Houston, 4800 Calhoun Rd, Houston, TX 77004

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. Maintain communication with donors through email, social media and mail-ins.
- *2. Maintain the database of donors and monitoring the people who give.
- *3. Attend various events such as the quarterly Union Baptist Association meeting and other networking events that can connect with University of Houston/Houston Area BSM (UH/HABSM).
- *4. Help the BSM director maintain relationships with individuals, churches and UH/HABSM.
- *5. Maintain monthly meetings with the BSM directors and weekly contact with BSM State Director.
- *6. Coordinate and allocate roles to a committee for yearly banquet/brunch of UH/HABSM.
- *7. Implement strategy for development of UH/HABSM, working with local BSM and Collegiate Ministry Teams.
- *8. Manage the finances for UH/HABSM as assigned.
- *9. Office Responsibilities - Provide general clerical assistance for the BSM to include but not limited to:
 - Accurate maintenance of record retention systems, filing, and responding to ministry needs from internal and external constituents.

Ministry Assistant, UH/HABSM

- Process mail and other correspondence in an accurate and timely manner.
 - Prepare and proofread letters, memos, spreadsheets and other correspondence in an accurate and timely manner.
 - Effectively create written documents, maintain files (print and electronic) in an organized manner.
- *10. Maintain extensive knowledge of all programs of the campus ministry and be able to respond to requests for information in an accurate and timely manner.
- *11. Alumni and development responsibilities, to include:
- Implement strategy for development of UH/HABSM, working with local BSM and Collegiate Ministry Teams.
 - Build and maintain contact information for alumni and friends of BSM.
 - Compile and distribute 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.
- *12. Attend meetings and participate in training as required.
- *13. Maintain compliance with the Baptist General Convention of Texas policies and procedures. Maintain compliance with all state and federal laws and regulatory requirements
- *14. 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. Knowledge of and commitment to traditional Baptist distinctives.
4. Proficient information management skills, to include:
 - 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:
 - 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.

- 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. Involves 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**
 Phone 214-828-5168
 Fax 214-887-5455
 Email hr@texasbaptists.org

Texas Baptists is an Equal Opportunity Employer.