



TEXAS BAPTISTS®

BAPTIST GENERAL CONVENTION OF TEXAS

OPEN POSITION POSTING

Opening Date: 7/17/2018

Closing Date: Until Filled

Position Title: Ministry Assistant

Department/Division: Christian Life Commission

Job Type: Regular, Full Time Non-Exempt

Location: Austin, TX

BASIC FUNCTION:

Support the ministries of the Christian Life Commission (CLC) to include, but not limited to, assisting in public policy, ethics and justice, and ministry impact including but not limited to, the Texas Baptist Hunger Offering.

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. Provide general clerical assistance for the Christian Life Commission. These duties include but are not limited to: the accurate maintenance of record retention systems, filing, and responding to ministry needs from internal and external constituents.
- *2. Provide effective telecommunications support, e.g., answering phones, taking messages, routing messages and requests in a timely and accurate manner. Accurately identify high priority callers, take immediate action to inform staff, and then properly manage routing of caller and/or messages appropriately.
- *3. Make travel arrangements as needed, including airline, hotel, and rental car reservations. Notify supervisor and staff of arrangements and provide required travel documentation in a timely manner.
- *4. Maintain extensive knowledge of all programs/ministries of the Christian Life Commission and be able to respond to requests for information in a timely and accurate manner.
- *5. Create, maintain and use database and contact management systems effectively. Input database updates and subscription list updates from various sources.
- *6. Maintain and edit website content as directed and assisted by web team staff. Support CLC website maintenance, including but not limited to, proofreading and submission of texts for posting. Social media support as requested.

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- *7. Prepare and proofread letters, memos, spreadsheets and other correspondence in a timely and accurate manner.
- *8. Process mail and other correspondence in a timely and accurate manner. Process invoices, reimbursement vouchers, credit card statements, and travel expenses as required in a timely and accurate manner; maintain efficient record retention system for these documents.
- *9. Ship CLC resources as requested. Supply and monitor CLC resource inventory.
- *10. Support, help develop, and proofread CLC publications & communications, including but not limited to, the *CLC Today* and the Spanish and English promotional materials.
- *11. Help translate various materials from governmental agencies and third-parties from English to Spanish.
- *12. Work with co-workers effectively to meet timely objectives established for the successful completion of projects.
- *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. Attend meetings and participate in training as required.
- *15. Support CLC sponsored events, including event registration, participant reports, and other required tasks.
- *16. Perform other duties as required.

*These tasks are considered primary and essential functions 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. College degree preferred.
2. Ability to speak, read, and write English and Spanish languages preferred.
3. Active membership in a church supportive of BGCT during employment.
4. Proficient client management skills, including professional demeanor and responsiveness to constituents' needs in a multi-cultural context.
5. Must reside in the geographic location of the position.
6. Self-starting abilities, including but not limited to, the ability to recognize and perform necessary assigned tasks without immediate supervision.
7. Ability to maintain confidentiality.
8. The ability and willingness to work with others in a team atmosphere.
9. Proficient ability to exhibit detail-oriented skills necessary to understand and manage a wide-range of information from numerous entities.
10. Work entails 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.
11. Ability to speak clearly and make self understood in face to face interactions and to articulate with accuracy on the telephone.
12. Ability to hear and receive verbal instructions, answer phones, and proficiently communicate in situations with some background noise. The ability to transcribe dictation is also preferred.

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13. 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.
14. 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.
15. Ability to establish and maintain effective working relationships with staff, vendors, churches, committees, organizations, etc.
16. Adaptability, flexibility, excellent organizational skills, and the ability to multi-task.
17. Professionalism in the workplace to include professional and accurate communication with others.
18. Commitment to Christian principles and teachings both professionally and personally and commitment to traditional Baptist distinctives.
19. Proficient working knowledge and ability to use various office software including Microsoft Word, Microsoft Publisher, Microsoft Access, Microsoft Excel, Microsoft Outlook email, Microsoft PowerPoint, other software programs and internet skills with demonstrable ability to output business letters, envelope labels, spreadsheets, database queries, database reports, PowerPoint presentations, email contact lists, basic newsletters, and internet research.
20. 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.
21. 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.
22. Ability to walk, stand and sit, sometimes for prolonged periods of time.
23. Sufficient good health to properly discharge duties.

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