



# TEXAS BAPTISTS®

BAPTIST GENERAL CONVENTION OF TEXAS

## OPEN POSITION POSTING

**Opening Date:** 11/01/2018

**Closing Date:** Until Filled

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**Position Title:** Office Manager and Administrative Assistant, WMU

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

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

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**Location:** Dallas, TX

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### **BASIC FUNCTION:**

Organize and coordinate office operations and procedures in order to ensure organizational effectiveness and efficiency

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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. Perform administrative and clerical duties related to the executive director's office as requested to include but not limited to administrative support to the executive director, accurate maintenance of record retention systems, filing, and responding to the needs of internal and external constituents and other staff.
- \*2. Provide effective telecommunications support answering phones, taking messages and requests timely and accurately. Accurately identify high priority callers and take immediate action to inform supervisor, then properly manage routing of caller and/or messages to the appropriate individual.
- \*3. Prepare and proofread presentations, letters, memos, spreadsheets, and other correspondence and reports accurately and timely.
- \*4. Coordinate and plan meetings to include but not limited to making logistical arrangements and taking care of details, as required by the EDT, for WMU of Texas meetings. These meetings include but are not limited to: the Board of Directors meetings (2 annually), the Annual Meeting, all committees of the Board of Directors of WMU of Texas, CWJC, and Sisters Who Care.
- \*5. Coordinate church/individual ordering and distribution of the Mary Hill Davis, Lottie Moon and Annie Armstrong offering promotional materials.
- \*6. Record minutes of meetings as necessary and maintain the archived meeting minutes.
- \*7. Serve as registrar and on-site coordinator for Board and Missions Leadership events.

**Office Manager and Administrative Assistant, WMU**

- \*8. Coordinate with participants, airlines, hotels, caterers, and host churches in planning meetings.
  - \*9. Develop and implement processes for efficient operation of WMU of Texas office; demonstrate operational competence; utilize relationship skills in dealing with vendors, associations, churches, and camps.
  - \*10. Create and revise procedure/guidelines for assigned responsibilities.
  - \*11. Plan and facilitate ministry assistant staff meetings (if applicable).
  - \*12. Facilitate staff training related to office procedures as needed.
  - \*13. Process printing requests for materials to be duplicated by copy center.
  - \*14. Coordinate and re-distribute workload of support and occasional staff when necessary.
  - \*15. Serve as liaison with BGCT personnel concerning maintenance of WMU of Texas office and equipment.
  - \*16. Order products as requested by staff.
  - \*17. Process mail and other correspondence accurately and timely.
  - \*18. Attend meetings and participate in training as required.
  - \*19. Maintain compliance with WMU of Texas policies and procedures and Baptist General Convention of Texas policies and procedures. Maintain compliance with all state and federal laws and regulatory requirements.
  - \*20. Maintain current knowledge of all WMU age-level organizations and the work of WMU of Texas. Provide information to constituents and visitors as required.
  - \*21. Create and maintain databases accurately.
  - \*22. Collaborate on design, layout and editing of publications and materials as needed.
  - \*23. Perform other duties as required.
- \*Task which is considered to be an essential function of the job.

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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. Bilingual language skills (specifically Spanish) required for this position.
2. Familiarity with social media, various forms of marketing and communication, preferred.
3. Active membership in a church supportive of the Woman's Missionary Union of Texas and the BGCT during employment.
4. Commitment to Christian principles and teachings both professionally and personally, with an understanding and commitment to Baptist distinctives.
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. Proficient ability to plan, administer, and report budgets.
7. Ability to provide strategic and logistical planning and facilitate meetings, conferences, workshops, and retreats as required.
8. Ability to effectively distribute work to office support staff.
9. Excellent listening skills, interpersonal skills, and relationship building skills.
10. Excellent demonstrated leadership skills necessary to appropriately influence people to achieve the desired outcome.
11. Ability to travel to various geographic locations, including travel by car, and some overnight and weekend stays.
12. Proficient client management skills.
13. Ability to maintain confidentiality.
14. Proficient ability to exhibit detail-oriented skills necessary to understand and manage a wide range of information from a vast amount of entities.
15. Proficient ability to speak, read and write English.
16. Ability to speak clearly and make self-understood in face to face interactions; to articulate with accuracy on the telephone.
17. Ability to hear and receive verbal instructions, answer phones, and proficiently communicate in situations with some background noise.
18. 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.
19. 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.
20. Ability to establish and maintain effective working relationships with staff, vendors, churches, committees, organizations, etc.
21. Excellent organizational skills; ability to multi-task.
22. Professionalism in the workplace to include professional and accurate communication with others.
23. Proficient working knowledge and ability to use various office software including, but not limited to, Microsoft Word, Microsoft Excel, Google email, internet skills, and Salesforce.
24. Ability to use up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently to move objects.
25. 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.
26. 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.
27. Ability to walk, sit, and stand sometimes for prolonged periods of time.

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

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