

Dallas Baptist Association

Job Description

TITLE: Ministry Assistant
INCUMBENT: TBD
TEAM: Church Strengthening Team
CLASSIFICATION: Support Staff
REPROTS TO: Church Strengthening Team Consultants
SUPERVISES:
ADVISORY RELATIONSHIPS:
STATUS: Non-exempt Status

BASIC FUNCTION:

The Ministry Assistant provides office and ministry coordination support for the Church Strengthening Team and works as a team with the other DBA office staff.

RESPONSIBILITIES/TASKS:

1. Serves as primary support for Church Strengthening consultants.
2. Maintains day-to-day website updates, including website integrations such as Google Maps and VOMO.
3. Coordinates media equipment use among DBA staff. Ensures that equipment is returned promptly and is in good repair.
4. Assists with Mega Focus and other funding reports.
5. Serves as "First Responder" on phone calls.
6. Provides coordination for DBA meetings, events, and trainings provided by the Church Strengthening team. May be required to attend events on evenings or weekends.
7. Coordinates usages of the DBA Training Center, including;
 - a. Event calendaring
 - b. WiFi
 - c. Cleaning and maintenance
 - d. Thermostat scheduling
 - e. Security System
8. Conducts background checks as needed.
9. Creates and disseminates various publicity pieces and other communication as requested.
10. Provides Spanish translation of various communication pieces.

11. Assist with DBA social media account management.
 12. Provides miscellaneous support for other DBA staff as needed.
 13. Acts as a liaison with the WMU, GAs, Acteens, and RAs.
 14. Acts as a liaison with DACLO.
 15. Other duties as assigned.
-

POSITION REQUIREMENTS, KNOWLEDGE, SKILLS & ABILITIES: *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. Requires an ability to communicate clearly in English and Spanish, verbally and in written form.
 2. Requires an 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 of proven experience in a related field.
 3. Requires active membership in a DBA affiliated church during employment.
 4. Requires ability to maintain confidentiality.
 5. Requires proficient meeting planning skills.
 6. Requires ability to take meeting minutes correctly.
 7. Requires ability to work under pressure and meet deadlines effectively.
 8. Requires ability to relate to a diverse workforce constituency in a professional and helpful manner.
 9. Requires ability to act independently and make independent decisions on tasks and items within the line of authority.
 10. Requires excellent organizational skills; ability to multi-task. Requires ability to re-prioritize tasks throughout the day as work is assigned.
 11. Requires proficient client management skills.
 12. Requires proficient ability to exhibit detail-oriented skills necessary to understand and manage a wide-range of information from a vast amount of entities.
 13. Requires proficient working knowledge and ability to use various office software including, but not limited to Microsoft Word, Microsoft Publisher, Microsoft Excel, Microsoft Outlook, ACS and internet skills.
 14. Requires 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.
 15. Requires ability to establish and maintain effective working relationships with staff, vendors, churches, committees, organizations, etc.
 16. Requires professionalism in the workplace to include professional and accurate communication with others,
 17. Requires commitment to Christian principles and teaching both professionally and personally.
 18. Requires 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.
 19. Requires ability to walk, stand, and sit, sometimes for prolonged periods of time.
 20. Requires sufficient good health to properly discharge duties.
-

MISSIONAL AND MINISTRY ACTIVITIES:

This staff position may be permitted up to one (1) week paid absence annually to participate in a mission trip or an approved ministry activity. The Executive Director must approve these absences.

The purpose of DBA job descriptions is to describe the basic function, major responsibilities/tasks and essential function of each job so that employees can be aware and understand what is expected of them. The descriptions also provide information useful for recruiting, training, and performance appraisal. This document does not create an employment contract, or does it modify the at-will employment status of all employees.

A job description is not meant to inhibit employee creativity or innovation. The descriptions will be revised as job responsibilities change materially.

I acknowledge that I have read this job description and any questions or concerns have been asked and answered to my satisfaction. I acknowledge that I can perform all of the essential functions of this job. I acknowledge that I thoroughly understand the requirements of this job.

_____ (Printed Name)

_____ (Signature) Date _____