

South Carolina Baptist Convention

Job Title	Team Assistant – Start Team
Reports to	Start Team Leader
Status	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt (check one)

Job Purpose

Provide administrative support for the Start Team in developing, implementing, and evaluating vision and strategy for creating a movement of church multiplication in South Carolina.

Duties and Purpose

- Coordinate with other Executive Assistants and Team Assistants in the areas of calendaring, accounting, human resources, operations, and organization policies.
- Collaborate with all Start Team strategists.
- Collaborate with other SCBC teams in matters related to church planting.
- Oversee communication with funded, alumni, and prospective church planters, sending church leaders, associational leaders, and North American Mission Board personnel in all matters related to the work of the Start Team.
- Assist with special projects and assignments.
- Assist Team Leader in managing all Start Team budgets.
- Handle administrative details for events such as Multiplying Church Collaboratives, Assessment Retreats, Start Network Orientation, Church Planter Marriage Weekend, and Annual Meeting Planter Gathering.
- Assist Team Leader and strategists with monthly expense reports.
- Prepare reimbursement and expense forms for the Start Team.
- Oversee management of team database, calendar, files, and supplies .
- Keep track of current and upcoming funding agreements for church planters and residents.
- Help prepare communication, such as memos, emails, invoices, reports, and other correspondence as requested by the Start Team Leader.
- Perform other tasks as requested by the Start Team Leader.

Qualifications

Qualifications include:

- Preferably a college graduate, or the equivalent, with administrative skills and prior work experience.
- Skillful in relating to others with respect to sensitive business and personnel matters.
- Has the reputation for honesty, integrity, confidentiality, and responsibility in all matters.
- Possesses sound leadership skills and is results oriented.

- Committed to learning through opportunities such as educational seminars and regularly reading relevant material for personal growth, to keep current with issues and practices pertinent to area of work.
- Attends a continuing education seminar of three to five days at least one time every two years.
- Active member in a local Southern Baptist church.
- Committed to the promotion of the Cooperative Program.
- Trained in and actively engaged in witnessing and leading the lost to eternal salvation through the Lord Jesus Christ.
- Agrees to work within the parameters of the current *Baptist Faith and Message 2000*.
- Committed to the current mission and values of the South Carolina Baptist Convention.
- Possesses a high degree of Christian maturity and character.

Working Conditions

Physical Requirements

While performing the duties of this job the employee is (note: reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions)

- frequently required to stand, walk, sit, bend, stoop, kneel, talk, hear, drive and ride.
- frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 40 pounds.
- required to use hands and fingers to feel, handle or operate objects, tools or controls; and to reach with hands and arms.
- required to have vision abilities that include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- required to have a valid driver’s license, a safe driving record, and proof of automobile insurance.
- available to travel overnight occasionally to fulfill job responsibilities.
- able to use reasoning ability to carry out written and oral instructions and to deal with work-related problems in a variety of situations.

Direct Reports

None

Approved by:	<i>Signature of the person with the authority to approve the job description</i>
Date Approved:	<i>Date upon which the job description was approved</i>

Reviewed:	<i>Date when the job description was last reviewed</i>
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