

South Carolina Baptist Convention

Job Title	Ministry Assistant – Church Strategies Group		
Reports to	Director of Church Strategies		
Status	<input type="checkbox"/> Exempt	<input checked="" type="checkbox"/> Non-Exempt	(check one)

Job Purpose

Provides support and resourcing for the Church Strategies Group as they seek to serve churches, equip pastors and develop leaders to ADVANCE the Great Commission together. The focus of this work will aid in church revitalization as we seek to strengthen churches in every community across South Carolina.

Duties and Purpose

Administrative Support for Church Strategies Group

- A. Assists director, associate director and regional strategists to strengthen churches and equip our leaders for Great Commission ministry.
- B. Maintains general knowledge about all areas of work in order to converse intelligently with individuals seeking information.
- C. Maintains the office calendar and assists with appointment requests for the Director.
- D. Maintains records for events and training, office expenditures, etc.
- E. Coordinates promotion, preparation and resourcing for Group consultations, seminars, workshops, and events.
- F. Prepare demographic studies and ACP reports for churches to support ongoing consultations.
- G. Coordinates distribution of materials requested by individuals, churches, associations, all strategists, and office members.
- H. Submits check requests for the Church Strategies Group.
- I. Coordinates requests and correspondence from other SCBC Teams and groups.
- J. Content and layout manager for the Hope for Churches website.
- K. Assists with the review and submission of monthly expenditure envelopes (AP Solutions).
- L. Maintains inventory of resources and supplies needed by the Group.
- M. Willing to travel for SCBC events as requested to accomplish the duties listed. Some travel may require an overnight stay.
- N. Back up assistant for the Church Strengthening & Support Team assistant during vacations and as requested by the CSST AED.
- O. Provide administrative support for other SCBC events as requested.
- P. Performs other duties as requested by the director of the Church Strategies Group.

Required Skills

- A. Proficient with MS Office, MS Teams, DocuSign, WordPress, MailChimp.
- B. Able to be cordial to all visitors and contacts in person and correspondence.
- C. Organized and detail oriented.
- D. Confident in editing and content design
- E. Able to multitask working on multiple tasks during the same time period.
- F. Ability to create work schedule, assign priority, and meet deadlines.
- G. Ability to work with a team, some in the office and others remotely.
- H. Independent, self-motivated, problem-solver.

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*.
- Possesses a high degree of Christian maturity and character.
- Affirms and strives to serve our churches, pastors, and partners as guided by the SCBC mission and values.

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

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>

Ideally, a job description should be reviewed annually and updated as often as necessary.