



JOB DESCRIPTION: Ministry Assistant, Tri-County Baptist Association

Employed by: (DOM)	Administrative Team	Supervisor: Director of Missions
Employment category:	Part-Time Support Staff	Pay category: Hourly
Principle function:	The Ministry Assistant will help Tri-County Baptist Association encourage, assist, and resource our churches to fulfill the Great Commission through office administration and ministries support.	
Character traits:	The superior candidate for Ministry Assistant, Tri-County Baptist Association will be spiritually mature and have a servant spirit. They will always represent the Association in a professional, positive and above all Christ-like manner. They will be a self-starter and reliable, organized, able to multi-task, be detail-oriented and will work well with meeting deadlines. Tri-County's Ministry Assistant will be a flexible individual who works well with teams of pastors and church laypeople. The Ministry Assistant will have superior phone, computer, and internet skills, and have knowledge of and ability to work with finances. They will be compassionate and a good listener who is able to maintain confidentiality. Tri-County's Ministry Assistant will be a member of a Southern Baptist church and will assist churches, pastors and laypeople understand Southern Baptist work in general, and specifically how the Association works and how the Association can partner with them.	
Skills required:	Operate telephone and office equipment; use computer in everyday tasks (including Microsoft Word, Excel, Publisher); excellent customer service skills; familiar with using internet and social media.	
Training:	As approved by DOM, attend workshops, conferences, seminars and other trainings that would enhance abilities and sharpen skills for this position.	

Duties:**1. Office administration**

- Office operations
 - Meet regularly with DOM to plan and calendar work.
 - Interact positively with association pastors, leaders and lay people.
 - Serve as receptionist during posted office hours.
 - Answer telephone.
 - Maintain and operate office equipment.
 - Maintain office supplies.
 - Coordinate office maintenance with vendors, in consultation with DOM.
 - Maintain current association insurance policies and filings with the State of Missouri.
 - Provide notary public services for association business and Tri-County churches.

- Finances
 - Unless otherwise directed by the DOM, receive and count donations from churches, and deposit in bank.
 - Coordinate with off-site financial management service.

- Communications (correspondence, newsletter, webpage, social media).
 - Maintain current contact information for churches and church leaders.
 - Prepare and send mailings and emailings, including printed and electronic newsletters.
 - Maintain and keep up to date association webpage and social media.

- Other tasks as required.

2. Ministries support

- Provide administrative support to the DOM.
- Provide administrative support for associational meetings.
- Provide administrative support for Tri-County ministries.
- Keep current inventory of association equipment.
- Coordinate lending of associational equipment.
- Distribute and collect Annual Church Profile information on all TCBA churches.
- Other tasks as assigned.

Benefits provided:

Guidestone retirement account 10 percent of salary; Guidestone life and disability insurance; paid vacation; paid sick leave.

To apply:

Email cover letter and resume to Dr. Phillip Shuford, Director of Missions, at phillip@tcsba.com. Resumes will be received until September 9, 2022.