**South Carolina Baptist Convention**

|  |  |
| --- | --- |
| Job Title | Part-time Ministry Assistant – Share Team |
| Reports to | Next Generation Evangelism Strategist |
| Status | 🞏 Exempt ⌧ Non-Exempt (check one) |

|  |
| --- |
| Job Purpose |

Responsible for assisting the Next Generation Evangelism Strategist and the Share Team with administrative tasks to accomplish the mission of helping every church share the Gospel with every person in SC.

|  |
| --- |
| Duties and Purpose |

* Assists the Next Generation Evangelism Strategist to plan and execute student pastor/minister cohort meetings and training events including being present for meeting and event setup.
* Assists the Next Generation Evangelism Strategist to plan and execute One Night and other statewide next generation focused evangelism events by:
  + working with partner churches, outside vendors, and SCBC staff
  + tracking budget and processing all payments
  + coordinating media promotion
  + reporting
  + purchasing
  + being present at One Night events to provide on-site assistance
* Works alongside all members of the Share Team.
* Coordinates meeting space and details for SCBC Cross Team Next Gen staff meetings.
* Provides administrative help to all team members and works with all other Convention teams in matters related to evangelism.
* Performs other tasks as requested by the Share 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.
* Able to read and create budget spreadsheets.
* Skilled in organization particularly relating to maintaining accurate records.
* Ability to adapt to the increased pace of work during busier times of the year.
* Active member in a South Carolina Baptist Convention church.
* Committed to the promotion of the Cooperative Program.
* Agrees to work within the parameters of the current *Baptist Faith and Message 2000*.

|  |
| --- |
| Working Conditions |

*The Evangelism Assistant:*

* *may work remotely but must be present at One Night and similar student evangelism events that may occur at night and for set-up for student leader cohort meetings.*
* *must be available via phone and video meeting during daytime hours to accomplish the tasks of the role.*
* *must be present either remotely or in-person at monthly Share Team meetings.*
* *may be required as part of the overall SCBC staff to be present at SCBC mandatory attendance events on a limited basis.*

|  |
| --- |
| 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: | *Signature of the person with the authority to approve the job description* |
| Date Approved: | *Date upon which the job description was approved* |
| Reviewed: | *Date when the job description was last reviewed* |