**South Carolina Baptist Convention**

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| Job Title | Team Assistant – Send Team |
| Reports to | Send Team Leader |
| Status | 🞏 Exempt ⌧ Non-Exempt (check one) |

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| Job Purpose |

The Send Team Assistant assists and collaborates with the staff of the Send Team to mobilize South Carolina Baptists in mission efforts to advance the Great Commission so that every life will be saturated and transformed by the hope of the gospel.

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| Duties and Purpose |

* Work collaboratively with team members to provide innovative pathways and processes for churches to send workers to accomplish the Great Commission.
* Provide assistance and support for training events, mission vision trips and other mission training and mobilizing events sponsored by the Send Team.
* Assist in details related to mission partnerships, including assisting team leaders with travel arrangements, applications, and sharing partnership information as needed.
* Work with the Communication Team in marketing/promotional efforts – including but not limited to populating and updating Send Team website information and planning/scheduling social media promotion of mobilization stories/events.
* Take lead in designing and producing brochures, newsletters, manuals, and other mission mobilization promotional pieces.
* Help the work of the Palmetto Collective and next generation mobilization staff by helping with administrative and promotional tasks as requested.
* Support the work of multi-ethnic church planting and development among SCBC churches.
* Communicate with NAMB and IMB missionaries and church planters in sharing ministry needs, prayer requests and opportunities for partnership.
* Assist with team budget preparation and processing.
* Prepare check requests and calendar requests.
* Maintain databases, files, and other pertinent information.
* Manage personal calendar, SCBC time worked and expense records.
* Perform other tasks as requested by the Send Team Leader and the Mission Partnership Director.

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| Qualifications |

Qualifications include:

* Is growing in their personal life as a disciple of Jesus.
* Preferably a college graduate, or the equivalent, with administrative skills and prior work experience.
* Experience in and passion for mission mobilization efforts.
* 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.
* 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.

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| Working Conditions |

This position will require primarily office time but occasional service with training and promotional events in the field as requested. It will regularly require the use of word processing, spreadsheets and social media outlets.

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| 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.

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| Direct Reports |
| 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* |