

Buckner Children and Family Services, Inc.
INTERNAL POSITION POSTING

Opening Date: July13, 2010

Closing Date: Until Filled

Position Title: Coordinator of Community Ministries, Buckner/First Metropolitan Baptist Church
Position Status: Full-Time, Exempt

Department/Division: Buckner Children and Family Services, Inc.

Location: First Metropolitan Baptist Church, Houston, TX

BASIC FUNCTION: Direct and coordinate Church's Community Ministry Teams consistent with Church and BCFS objectives; develop, implement, and integrate a plan to develop global ministries in collaboration with Church. Initiate and develop autonomous and cooperative Buckner community ministry initiatives.

Position description/objective:

- *1. Assist in development and long range planning for both Church and BCFS initiatives, most notably finding creative and innovative ways to meet the needs of children and adults in the ministries—locally, nationally, and internationally.
- *2. Establish and maintain positive relationships with Church staff, organizational leaders and agencies.
- *3. Provide leadership, support, promotion, direction and development of global ministries (pre-determined by Church and BCFS). Ministries will be determined by needs, available resources, church leadership and volunteers.
- *4. Work with church staff in the design, implementation, and evaluation of global ministries.
- *5. Coordinate the overall strategy for Church's missions. Provide leadership for adults and children to promote missions and mission awareness.
- *6. Provide input and coordination where BCFS ministry initiatives and Church's designated global ministries interface.
- *7. Plan, develop, initiate, implement and expand autonomous and cooperative Buckner global ministry initiatives.
- *8. Supervise Church volunteers, designated Buckner staff, and student interns working at Church. Lead designated Church global ministry teams.
- *9. Assist in recruiting, screening, training, matching, and supporting volunteers for Church and BCFS.
- *10. Manage program budgets to meet both Church and BCFS objectives.
- *11. Participate in Church meetings and coordinate with Church committees, when appropriate, to accomplish ministry objectives.
- *12. Aid in the development of additional program resources. Provide recreational programming and support for the church, and visit hospitals as a minister of Church.
- *13. Promote Buckner ministries in the Houston area.

- *14. Ability to work within the structure of the Church, as well as independently of it.
- *15. Plan and lead conferences, worship services, workshops, and retreats related to global issues and programs. Participate in conferences, workshops and retreats on a local level, as requested.
- *16. Provide timely and accurate information through the regular reporting mechanisms related to program effectiveness.
- *17. Review and process mail and other correspondence daily.
- *18. Answer phones, take messages and promptly respond to requests for information.
- *19. Prepare and proofread letters, memos, spreadsheets and other correspondence timely and accurately.
- *20. Maintain compliance with all Buckner policies, procedures and requirements.
- *21. Work successfully as part of a team and responsible for developing then maintaining strong working relationships with co-workers.
- *22. Must be a participating member of First Metropolitan Baptist Church in accordance with contract requirements.
- *23. Attend staff meetings and training as required.
- *24. Perform general office tasks as required.
- 25. Perform special assignments, projects, and other duties as required.

Numbers 1-15, and 20 are considered Primary Duties for this job.

* Indicates an essential function of the job.

Required skills and experience:

1. Requires in-depth understanding of a comprehensive field of knowledge. This field of knowledge is normally associated with the attainment of a Bachelor's degree in a related field such as Social Services, Psychology, Leadership, Missions, Global Ministry, etc. Masters degree preferred. Requires a minimum of 4 years prior related experience in a field relevant to developing and managing social service programs. Experience in church ministry preferred.
2. Requires ability to effectively interact and conduct strategic ministry business at highest levels within church community. Ability to sell strategic ministry opportunities with constituencies a must.
3. Requires proficient ability to speak, read and write English.
4. Requires ability to develop positive and trusting inter-cultural interdenominational relationships based upon previous cross-cultural experience. Ability to speak Spanish preferred.
5. Requires ability to work with culturally diverse youth and families.
6. Requires the willingness and ability to work nights and weekends as scheduled.
7. Work deals with areas such as preparing and reading data and figures, client records, visual inspection involving small details, using measurement devices. Depth perception and field of vision (peripheral) are not as critical as the ability to distinguish small details and markings very near to the observer.
8. Requires ability to recognize differences in sounds, such as voices/noises that are loud and playful instead of angry and combative; and ability to differentiate tones and volume in conversations.

9. Requires ability to perform tasks with little supervision. Most tasks are governed by standard practices; however, some are not. Innovative thinking is required. Detail-oriented, with good organizational skills. Requires leadership ability characterized by servant leadership, integrity and honesty. Must possess the ability to lead through influence as opposed to authority.
10. Requires airline and vehicle travel to various domestic and international geographic locations regularly. Requires train and bus travel occasionally. Some over night stays required. Requires ability to secure and maintain current documentation necessary to travel internationally including a current passport.
11. Requires ability to drive assigned vehicle(s) or personal vehicle, with appropriate state license, following all laws applicable; must provide proof of liability insurance and must be eligible to be insured under Buckner's insurance policy.
12. Requires ability to handle multiple tasks. Self-starter; high level of initiative.
13. Requires sufficient administrative and management skills to research, design, and implement complex business plans.
14. Requires ability to solve complex and ambiguous problems and to make trade-offs between quality, cost and complexity when implementing programs.
15. Requires ability to communicate effectively both orally and in writing. Experience and proven ability to work and communicate effectively in a collaborative, cross-functional and matrix management environment preferred.
16. Requires ability to motivate people.
17. Requires a personality attuned to the requirements of meeting needs of clients and ability to establish and maintain effective working relationships with other employees and the public.
18. Requires ability to maintain confidentiality.
19. Proficient working knowledge and ability to accurately and timely operate and perform computer related tasks with specific equipment and software applications required.
20. Requires commitment to Christian principles and teachings both professionally and personally.
21. Requires ability to use up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or 10 pounds continuously to move objects and people.
22. Requires ability to walk, stand and sit, sometimes for prolonged periods of time.
23. Requires sufficient good health to properly discharge duties.

**Contact: Human Resources
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Buckner is an Equal Opportunity Employer.