

Buckner Children & Family Services, Inc.
OPEN POSITION POSTING

Opening Date: May 24, 2010 **Closing Date:** Until Filled

Position Title: Director of Community Ministries **Position Status:** Full-Time, Exempt

Department/Division: Community Ministries

Location: Marshall, TX (this position will office on-site at First Baptist Marshall)

BASIC FUNCTION:

Direct and coordinate First Baptist Church Marshall's Community Ministry Teams consistent with Church and BCFS objectives. Develop, implement, and integrate a plan to develop Community ministries in collaboration with Church. Initiate and develop autonomous and cooperative Buckner Community ministry initiatives.

Position description/objective:

- *1. Establishes and maintains positive relationships with Church staff, organizational leaders, and agencies.
- *2. Assists in development of 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 Marshall/Harrison County area.
- *3. Provides leadership, support, promotion, direction, and development of Community ministries (pre-determined by Church and BCFS). Ministries will be determined by data gathered in the community needs assessment, and implemented in accordance with available resources, church leadership, and volunteers. The overall strategy for Church missions will be implemented through a "business plan" which will include goals/benchmarks in relation to number of lives impacted. This business plan will be approved and adjusted by the church and BCFS after the initial needs assessment is completed.
- *4. Works with church staff in the design, implementation, and evaluation of Community ministries.
- *5. Provides assistance in coordinating the overall strategy for Church missions related to the Marshall/Harrison County area, including but not limited to identifying, evaluating and building relationships with other churches, individuals, organizations, and agencies who might serve as potential collaborative partners. The overall strategy for Church missions will be implemented through a "business plan" which will include goals/benchmarks in relation to number of lives impacted. This business plan will be approved and adjusted by the church and BCFS after the initial needs assessment is completed.
- *6. Provides input and coordination where BCFS ministry initiatives and Church's designated Community ministries interface.
- *7. Plans, develops, initiates, implements, and expands autonomous and cooperative Buckner Community ministry initiatives as appropriate with overall Church initiatives.
- *8. Supervises Church volunteers, designated Buckner staff, and student interns working at Church. Leads designated Church Community ministry teams.
- *9. Assists in recruiting, screening, training, matching, and supporting volunteers for Church and BCFS.

- *10. Manages program budgets to meet both Church and BCFS objectives.
- *11. Participates in Church meetings and coordinates with Church committees, when appropriate, to accomplish ministry objectives.
- *12. Participate as a member of First Baptist Church Marshall to include participating in all weekend Church activities.
- *13. Aids in development of additional program resources.
- *14. Promotes Buckner ministries in Marshall/Harrison County.
- *15. Works within the structure of the Church as well as independently of it as appropriate.
- *16. Plans and leads conferences, worship services, workshops, and retreats related to Community issues and programs. Participates in conferences, workshops, and retreats at a local level, as requested.
- *17. Provides timely and accurate information through the regular reporting mechanisms related to program effectiveness.
- *18. Works nights and weekends as required.
- *19. Works with culturally diverse youth and families effectively.
- *20. Develops and manages budget effectively. Manages program resources to insure they are used efficiently and appropriately.
- *21. Serves as a liaison to community; speaks in public on behalf of Buckner.
- *22. Conducts staff meetings regularly; attends staff meetings as required.
- *23. Responsible for supporting and representing Buckner at special events, activities and other assigned functions.
- *24. Works successfully as a part of a team and is responsible for developing then maintaining strong working relationships with co-workers.
- *25. Travels as needed to monitor, assess and help develop programs.
- *26. Performs general office tasks as required.
- *27. Maintains compliance with all Buckner policies, procedures, and requirements. Maintains compliance with all federal and state laws. Maintains compliance with all agency regulatory guidelines and requirements.
- 28. Perform special assignments, projects, and other duties as required.

Numbers 1, 2, 3, 4, 5, 6, 7, 8, 9, and 14 are considered Primary Duties for this job.

* Indicates essential functions of the job.

Required skills and experience:

1. Requires concentrated understanding of a comprehensive field of knowledge. Knowledge required is normally equivalent to completion of four years of college in applicable field (ie. Social Services, Psychology, Leadership, Missions, Community Ministry, etc). Master's degree and experience in Social Work preferred.
2. Certified or willing and eligible to achieve appropriate professional certification(s) (ie. A.C.P., L.P.C., L.S.W., L.M.S.W., etc).
3. Two years experience preferred in a field relevant to developing and managing social service programs (Missions, Social Services, Leadership, and/or Community Ministries). Preference given to candidates possessing experience in church ministry.

4. 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.
5. Ability to speak Spanish preferred. Must demonstrate cultural understanding; ability to develop positive and trusting inter-cultural and interdenominational relationships based upon previous cross-cultural experience.
6. Requires proficient ability to speak, read and write English.
7. Requires ability to relate positively, influentially, and sensitively to a broad spectrum of persons in a variety of multi-tiered relationships and settings.
8. Requires proficient ability to plan, administer, and report budgets.
9. Requires ability to provide strategic and logistical planning and facilitate meetings, conferences, workshops, and retreats as required.
10. Requires ability to effectively manage personnel and volunteers; requires administrative skills to include but not limited to staff and volunteer selection, development, motivation, scheduling, and evaluation.
11. Requires ability to travel to various geographic locations and some overnight stays. (Insert international travel language if appropriate, passport required, etc)
12. 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. Must be age 21 or older to drive on behalf of Buckner. Must be age 18 to be employed with Buckner.
13. Requires ability to maintain confidentiality.
14. Requires ability to motivate people.
15. Requires proficient ability to exhibit detail-oriented skills necessary to understand and manage a wide-range of information.
16. Work deals with areas such as preparing and reading data and figures, documentation, visual inspection involving small details, using measurement devices. Depth perception and field of vision (peripheral) are not as critical as the ability to differentiate tones and volume in conversations.
17. 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.
18. 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 required. Requires leadership ability characterized by servant leadership, integrity and honesty, with the ability to speak with truth in love. Must possess the ability to lead through influence as opposed to authority.
19. Requires ability to effectively handle multiple tasks and be a self starter with a high level of initiative.
20. Requires sufficient administrative and management skills to research, design, and implement complex business plans.
21. Must demonstrate the ability to solve complex and ambiguous problems and to make trade-offs between quality, cost, and complexity when implementing the programs.
22. Requires ability to communicate effectively in a collaborative, cross-functional, and matrix management environment preferred.

23. Requires personality attuned to the requirements of meeting needs of clients and the ability to establish and maintain effective working relationships with other employees and the public.
24. Proficient working knowledge and ability to accurately and timely operate and perform computer related tasks with specific equipment and software applications required.
25. Requires commitment to Christian principles and teachings both professionally and personally.
26. 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.
27. Requires ability to walk, stand and sit, sometimes for prolonged periods of time.
28. Requires sufficient good health to properly discharge duties.

**Contact: Human Resources
 Buckner Children and Family Services
 110 E. Cotton St.
 Longview, TX 75601**

**Phone: 903-757-9383
Fax: 903-757-4714
Email: resume@buckner.org**

Buckner Children and Family Services, Inc. is an Equal Opportunity Employer.