

## Baptist Mid-Missions' Global Ministry Center Position Description



**Position:** Executive Assistant  
**Department:** President's Office  
**Supervisor:** President  
**Status:** Non-Exempt

### Our Mission

The Baptist Mid-Missions family exists to strategically advance the building of Christ's church, with His passion and for His glory, in vital partnership with Baptist churches worldwide.

### Personnel Profile

The Executive Assistant for the President will demonstrate a credible and vibrant Christian testimony evidenced through personal godliness and a servant's spirit. Serving the President requires loyalty, discernment, confidentiality, and reliability. Successful personnel will have excellent secretarial and organizational skills which are necessary to fulfill a variety of responsibilities and to manage varying means of communication. The position requires a positive attitude for partnering responsibilities and a proactive responsibility to see assignments and tasks through to completion. It is imperative that all Baptist Mid-Missions personnel agree with and whole-heartedly support the organization's Articles of Faith and policies as a Baptist and separatist by conviction. The Global Ministry Center conducts its affairs in a business environment that requires a neat and professional appearance.

### Training Requirement

- Associate degree (or higher) in business administration, administrative assistant, or office management

### Responsibilities

- Manage and maintain calendar, email, travel schedule, and expense reports for the President.
- Assist President with various committee needs including scheduling, note-taking, and document preparation.
- Manage effective communication from the President to the General Council, Administration, donors, churches, and other parties.
- Serve as Recording Secretary to the General Council and coordinate arrangements for annual meetings.
- Maintain corporate records for Baptist Mid-Missions.
- Assist as needed with event planning for seminars and conferences.
- Produce presentations for reports to churches, donors, and the General Council.
- Formulate written responses to inquiries from missionaries, donors, and pastors.
- Maintain expense reports, manage calendar, and assist with travel needs for the Administrator of Safe Haven.
- Actively participate in Global Ministry Center functions and responsibilities.

### Skills

- Office Suite Proficiencies: Outlook, Word, Excel, PowerPoint
- Communication Platforms: MailChimp, Vimeo, Zoom
- Excellent written and oral communication skills
- Confidentiality and discretion with sensitive information
- Ability to manage multiple tasks and priorities with a flexible attitude
- Attention to detail and accuracy
- Strong organization skills

For further information regarding employment with Baptist Mid-Missions contact  
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