Missions Ministry Associate
Job Description  Updated 2/8/2017

All positions within Baylor University exist to support the mission of Baylor, which is to educate men and women for worldwide leadership and service by integrating academic excellence and Christian commitment within a caring community.

Division: Student Life  Reports to: Assistant Director for Urban & Domestic Missions
Department: Department of Missions
Supervises: N/A

PURPOSE
To provide expertise, guidance and assistance to Baylor Missions’ programs, events, and missions education initiatives

STRUCTURE
The Ministry Associate, under the supervision of the Assistant Director for Urban & Domestic Missions, will focus on missions education and on programming and training initiatives especially for Urban Missions. This is a part-time, 20 hr/week position that works mainly during regular business hours, with some evening and weekend events. The Ministry Associate would frequently be expected to work between 3:15 and 5:30 Monday through Thursday. Supervisor will provide regular guidance to set priorities and check progress as a means of supporting and managing the associate’s workload.

ESSENTIAL FUNCTIONS
• Assist AD with the management of weekly Urban Missions teams.
• Build relationships with students involved in Urban Missions and be available for pastoral care.
• Oversee special Urban Missions events like Late Night, Spring Fling Dance and Saturday AM team.
• Plan Missions Education events including annual events like the Missions Fair.
• Help plan and lead trainings for Urban Missions including Student Leader Trainings.
• Support Urban Missions recruitment and the Student Advisory Council.
• Assist with Urban, Global & Domestic Missions as needed.

SECONDARY FUNCTIONS
• Assist with special events hosted by Baylor Missions (ie. Missions Summit, Missions Fair, recruitment events, etc.).
• Attend weekly BU Missions meetings and semi-annual staff retreats.
• Assist with all facets of ministry as it pertains to the Office of Spiritual Life.
• Perform other duties as assigned by supervisor.

JOB QUALIFICATIONS
• Minimum Education: Bachelor’s Degree
• Other Educational Requirements/Preferences: Must be enrolled as a full-time student preferably at Truett Seminary.

KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES
• Ability to collaborate with a variety of constituents (peers, undergraduates, administrators, community leaders)
• Ability to manage multiple projects with target deadlines and goals
• Strong event planning and organizational skills
• Good writing & speaking skills
• Understanding of missional practices within a broader Christian worldview
• Understanding of trends in community development