



Oklahoma Baptist Homes for Children (OBHC) is the largest provider of private, not-for-profit, residential childcare in the state, serving more than 200 at-risk youth and families at four campus locations. Additionally, five Hope Pregnancy Centers (HPC) offer caring, non-judgmental support to those who find themselves in an unplanned pregnancy.

Hope Pregnancy Centers (HPC) are a faith-based, non-profit, life-affirming ministry of Oklahoma Baptist Homes for Children (OBHC) offering pregnancy tests, pregnancy option education, ultrasounds, parenting programs and post abortion ministry. All services are free and confidential.

### **Oklahoma Baptist Homes for Children Mission Statement:**

The mission of Oklahoma Baptist Homes for Children is to demonstrate God's love by providing hope through empowering children and their families to follow Christ.

### **Hope Pregnancy Center Mission Statement:**

To help young men and women have hope and choose life in the midst of an unplanned pregnancy.

---

## **Ministry Assistant**

**Job Description and Summary:** The Ministry Assistant works alongside the Hope Pregnancy Ministries (HPM) Director, the One Such Child (OSC) Coordinator and the Executive Assistant to the VP of Programs to support the staff and work of OBHC.

This is a full-time position of 40 hours per week.

**Location:** OBHC Corporate Office, 3800 N. May Avenue, Oklahoma City

**Reports to:** Hope Pregnancy Ministries Director and One Such Child Foster Care Coordinator

**Requirements:** *"For an overseer, as God's steward, must be above reproach." Titus 1:7a ESV*

1. Profess that Jesus Christ is Lord and that Jesus is only one true God, acknowledging that there is no salvation from sins apart from Jesus' death, burial, and resurrection (Jn. 14:6).
2. Believe the Bible is the inspired and inerrant Word of God (2 Tim. 3:16).
3. Mature, Christian that is actively involved in a Southern Baptist Church or a similar evangelical church (Heb. 10:25).
4. Believe and follow the 2000 Baptist Faith and Message as summarized in the OBHC Statement of Belief.
5. A firm commitment to the sanctity of human life (Ps. 139:13, 14) and biblical sexual purity in all circumstances (1 Cor. 7).

6. Concern for God's kingdom (Mt. 6:33), love for those served (Mt. 22:37-39) and a calling to OBHC (Ps. 90:16, 17).

**Education and Experience:** *"Do you see a man skillful in his work? He will stand before kings. He will not stand before obscure men." Proverbs 22:29, ESV*

1. High school diploma, or equivalent.
2. Organizational and administrative skills and experience.
3. Proficient in Microsoft Office 365 and computer skills.
4. Data Entry experience helpful.
5. Ability to communicate (oral and written) professionally and effectively with staff, leadership, and volunteers.
6. Skilled in grammar, spelling and sentence construction for proofreading.
7. Initiative with the ability to work independently and with a team.
8. Detail oriented and independent thinker.
9. Flexible multitasker.

We are a religious employer and we reserve the right to discriminate based upon religion pursuant to Section 702 of Title VII Civil Rights Act 1964.

**Job Responsibilities:** *"Whatever you do, work heartily, as for the Lord and not for men" Colossians 3:23, ESV*

1. **Provide Christ-Like Support for the Hope Pregnancy Ministries.** *"Bear one another's burdens, and so fulfill the law of Christ." Galatians 6:2, ESV*
  - A. Statistics, reports, spreadsheets, data retrieval and charts
  - B. Assist in planning, coordinating & communicating annual Pregnancy Resource Network annual conference
  - C. Research matters related to pro-life work
  - D. Proofread letters, articles and reports
  - E. Track and maintain inventories of HPC brochures, letterhead, other printed materials and promotional items
  - F. Assist with logistics for meetings, trainings and events
  - G. Represent HPM at booths for various community, church and BGCO events
  - H. Travel with HPM director to HPCs, meetings and trainings as needed and
  - I. Special projects as assigned
  - J. Other tasks as requested
2. **Provide Christ-Like Support for the One Such Child , Foster Care Coordinator.**
  - A. Assist with the OSC online training platform
  - B. Assist with OSC Church Partners and Live Training Events
  - C. Proofread letters, articles and reports
  - D. Track and follow up on OSC submission to OBHC Communications Team
  - E. Special projects as assigned
  - F. Other tasks as requested
3. **Responsible for Reporting to HPM Director and OSC Foster Care Coordinator with Christ-Like Submission.** *"Let every person be subject to the governing authorities. For there is no authority except from God, and those that exist have been instituted by God." Romans 13:1, ESV*

- 4. Demonstrates Christ-like Interpersonal Skills.** *“Only let your manner of life be worthy of the gospel of Christ, so that whether I come and see you or am absent, I may hear of you that you are standing firm in one spirit, with one mind striving side by side for the faith of the gospel”* *Philippians 1:27, ESV*
- A. Models Christ-like behavior in word and deed in relationships with staff, donors, Board members, volunteers, men, women, children and families (1 Tim. 4:12).
  - B. Responsible for exercising Christ-like confrontational skills (as they arise) while engaging in interpersonal relationships, beginning with one-on-one confrontation (Mt. 18:15-17).
  - C. Recognize and respond humbly to the differences in learning and communication styles, as well as cultural and philosophical perspectives of residents, families and staff (Gal. 3:28).
  - D. Demonstrate biblical conflict resolution skills with residents, staff and family members, beginning with confession of personal responsibility in the conflict being addressed (1 Jn. 1:9).
  - E. Actively pursues opportunities for fellowship, friendship and community-building with other staff members, remembering that each staff person is a brother or sister in Christ (Heb. 10:24).
  - F. Recognize the emotional needs, family dynamics and other personal difficulties of the other staff members and respond with love and prayer (Jn. 15:12-14).
- 5. Honor God’s Provision by Keeping OBHC Property Clean and Well Maintained** *“So then each of us will give an account of himself to God.”* *Romans 14:12, ESV*
- A. Demonstrate and teach stewardship and ownership on campus/in the office by keeping allotted office space, office equipment, grounds, facilities, buildings and other resources/areas clean and picked up (Gal. 6:4, 5).
  - B. Be proficient and use integrity in use of computer and other office equipment (1 Cor. 15:58).
- 6. Additional Responsibilities.** *“And whatever you do, in word or in deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through Him.”* *Colossians 3:17, ESV*
- A. Maintains appropriate attire as dictated by biblical commitment to modesty (1 Tim. 2:9, 10), specific circumstances, activities and office procedures.
  - B. Out of respect for the Lord and OBHC, maintain punctuality to office hours as scheduled by assigned supervisor (Phil. 2:3).
  - C. Time off for personal needs or requests of any type of leave must be arranged in advance with the immediate supervisor, demonstrating Christ-like respect for authority (1 Pet. 2:17).
  - D. Be available to represent OBHC in public meetings as per administrative request or by permission (1 Cor. 14:40).
  - E. Seeks proper administrative approval on all VISA and charge accounts when purchasing items needed on the campus/in the office (Rom. 12:10).
  - F. Make prayerful and wise financial decisions on purchases approved by administration. For example, purchase items on sale, in proper quantity and only necessary items (Prov. 21:20).
  - G. Upon receiving OBHC employee VISA statement, compile all receipts, documentation and information to submit within time designated by supervisor.
  - H. Be able to meet all the qualifications and expectations as outlined in *OBHC Policies* section (VI., L, M, pages 10-12) unless otherwise specified by the qualifications listed in this job description (Prov. 18:9).
  - I. Complete appropriate tasks as assigned by supervisor (Phil. 4:13).