



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.

**OBHC 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.

**Statement of Faith:** Oklahoma Baptist Homes for Children declares the Bible as the foundation for its faith and practice, and affirms as its confession of faith, the Baptist Faith and Message, as revised and adopted in 2000 by the Southern Baptist Convention.

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## Executive Assistant

**Job Description Summary:** The Executive Assistant will be responsible for the performance of his or her duties and will be appraised by implementation, consistency, quality and performance of his or her assigned duties toward empowering children and their families to follow Christ.

This position is a full-time non-exempt position. Oklahoma Baptist Homes for Children offers a competitive salary and, for full-time personnel, a compensation package which includes health insurance, life insurance, retirement and much more.

In accordance with Oklahoma Medical Marijuana and Patient Protection Act, this job is designated as safety-sensitive because of its requirement of '*the operation of a motor vehicle, other vehicle, equipment, machinery or power tools*' and is therefore exempt from the anti-discrimination prohibitions of the Oklahoma Medical Marijuana Act.

**Location:** Boys Ranch Town, Edmond, OK

**Reports to:** The Executive Assistant reports to the Executive Director of Boys Ranch Town.

**Supervises:** The Executive Assistant supervises any staff designated by the Executive Director.

**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 person that is actively involved in a Southern Baptist 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).

**Educational Minimum Requirements:** *“Do you see a man skilled in his work? He will stand in the presence of kings. He will not stand in the presence of unknown men.” Proverbs 22:29, HCSB*

1. Bachelor's degree in an area of business, communications, or other related area of study from an accredited college.
2. Administrative experience preferred.

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

**Job Responsibilities:** *“Whatever you do, do it enthusiastically, as something done for the Lord and not for men.” Colossians 3:23, HCSB*

1. **Responsible for Godly Administrative Management.** *“Appoint for yourselves wise, understanding, and respected men from each of your tribes, and I will make them your leaders.” Deuteronomy 1:13, HCSB*
  - A. Help to develop and carry out a strategy to better communicate BRT to the community, greater Oklahoma and churches throughout the State.
  - B. Responsible for communicating with the Home office on events that include BRT as well as supporting OBHC as a whole.
  - C. Coordinate and oversee events held for BRT.
  - D. Assist in the management of the day-to-day operations of the office to include resident and staff care.
  - E. Responsible for remaining above reproach in regard to OBHC policies and procedures, OCCY, DHS licensing, OCA.

2. **Encourage and Support Staff in a Christ-Like Manner.** *“But you should select from all the people able men, God-fearing, trustworthy and hating bribes. Place them over the people as commanders of thousands, hundreds, fifties and tens.” Exodus 18:21, HCSB*
- A. Foster an appropriate Christian environment on campus and in the office.
  - B. Foster an emotionally stable environment for the campus through fairness and consistency of staff and residents.
  - C. Assist with weekly staff meetings, regarding training, updates, and general staffing issues.
  - D. Assist staff to maintain consistency of communications throughout the campus and the Home Office.
  - E. Humbly and wisely assist staff in coordination of all activities (both on and off campus) and any other events or activities that directly involve children and staff.
  - F. Work with other staff in developing annual work calendar.
  - G. Collaborating with OBHC counterparts to work toward excellence and consistency across all OBHC ministries.
  - H. Model and teach positive relationships with staff that promote campus unity.
  - I. Work with the Executive Director and other staff to develop the designated portion of the BRT annual budget.
  - J. Any and all other duties designated by the Executive director.

3. **Demonstrates Christ-like Interpersonal and Managerial Skills**

*“Just one thing: Live your life in a manner worthy of the gospel of Christ. Then, whether I come and see you or am absent, I will hear about you that you are standing firm in one spirit, with one mind, working side by side for the faith that comes from the gospel”*  
*Philippians 1:27, HCSB*

- A. Models Christ-like behavior in word and deed in relationships with staff, donors, Board members, volunteers, men, women, children, and families.
- B. Responsible for large meeting planning and logistics to insure effective communications and the fulfillment of each event.
- C. Assist in the management of communications efforts with compliance requirements and the general oversight through the office.
- D. Assist in organizing meetings, schedules and appointments as they relate to the campus.
- E. Wisely provide visitors with organizational information such as tours, events, and special occasions.
- F. Graciously and articulately receive guests, families and donors for tours and events that promote the BRT campus.