



Oklahoma Baptist Homes for Children (OBHC) is a not-for-profit Christian children's home serving more than 200 at-risk youth and families at our four campus locations. Additionally, eight Hope Pregnancy Centers (HPC) offer caring, non-judgmental support to those who find themselves in an unplanned pregnancy.

OBHC Mission Statement: OBHC exists to show and share the love of Christ to children and their families.

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.

Executive Assistant to the Vice President of Ministries

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

He or she will work with the VP of Ministries that oversees campus ministries, foster care, staff equipping, and human resources. They will be responsible for helping to create and manage processes for reports, workflow, and coordination of schedules and events. They will keep accurate documentation for licensing purposes and accountability, they will encourage and support all of our staff in a multi-faceted system, facilitate information flow between staff and ministry partners, as well as prepare reports for staff and Board of Trustees.

This exempt position is full-time, and the employee will receive a salary based on those hours. Oklahoma Baptist Homes for Children offers full-time personnel a compensation package which includes health insurance, life insurance, retirement and much more. The Executive Assistant is under the, and responsible to, supervision of the Vice President of Ministries.

Location: Home Office, Oklahoma City

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).



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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 and Experience Requirements: *Proverbs 22:29*

1. College experience preferred.
2. Five or more years of organizational and administrative experience required.
3. Proficient in Microsoft Office and Office 365 including SharePoint, Teams and One Note.

Responsibilities: *Colossians 3:17*

Assists in timely management of all communications with a variety of people.

1. Compose agendas, presentations, letters, and statements as well as monitor follow-up on communications through the VP of Ministry office.
2. Assist, or work independently, in gathering, analyzing data and assembling it appropriately for future use.
3. Works with the Vice President of Ministry in keeping accurate and complete documentation of each employee's progress, strengths, weaknesses and responses to remedial and actions plans.
4. Assists with scheduling appointments and managing correspondence for the Vice President of Ministry.
5. Responsible for heavy calendar management which may require interaction with internal and external executives, assistants, and consultants.
6. Encourages and supports campus, foster care, adoption, and equipping staff and manages the multi-faceted system related to expenses and other reports.
7. Facilitates the flow of information both within staff and leadership as well as from staff to ministry partners of OBHC.
8. Prepares trustee ministry of families and children committee materials for quarterly Board of Trustee meetings.
9. Acts as a representative for the Vice President of Ministry in scheduling periodic travel.
10. Exhibits fiscal responsibility (Prov. 21:20).
11. Oversees processing of department expense reports.
12. Maintains data and files as assigned.
13. Be able to meet all the qualifications and expectations as outlined in *OBHC Policies* section (VI., K) unless otherwise specified by the qualifications listed in this job description (Prov. 18:9).
14. Maintains a high degree of professionalism, initiative, and independence. Act as a "problem solver" and implement solutions.
15. Occasional lifting and transporting equipment or materials weighing less than 25lbs. should be anticipated. Requires extended times of sitting, as well as bending and stooping.