

Helping children. Providing homes. Supporting families. **Bringing Hope.**

Oklahoma Baptist Homes for Children (OBHC) is a not-for-profit Christian children's home serving over 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.

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.

HPM Purpose Statement

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

JOB DESCRIPTION SUMMARY

The Ministry Associate works alongside the Hope Pregnancy Ministries (HPM) Executive Director and Associate Executive Director to support the staff and work of Hope Pregnancy Centers (HPC).

This is a full-time position of 40 hours per week. The employee is expected to work full-time hours as assigned and will receive a salary based on those hours. 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 **'direct patient care or direct childcare'** and is therefore exempt from the anti-discrimination prohibitions of the Oklahoma Medical Marijuana Act.

Location: Home Office, Oklahoma City

Reports To: The Hope Pregnancy Ministries Executive Director & Associate Executive Director

SPIRITUAL QUALIFICATIONS

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.
2. Believe the Bible is the only, inspired, and inerrant Word of God.
3. Mature, Christian person that is actively involved in a Southern Baptist Church.
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 and biblical sexual purity in all circumstances.
6. Concern for God's kingdom, love for those served and a calling to OBHC.

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.

QUALIFICATIONS

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.

KEY RESPONSIBILITIES

1. Provide Support for the HPM Executive Director and Associate Executive Director.
2. Serve as point person for ministry events, trainings and meetings & help with logistics
3. Coordinate ministry site communication (8 sites, 40 people) with SharePoint, email, Teams, polls and other communication tools
4. Statistics, reports, spreadsheets, data retrieval and charts
5. Assist in planning, coordinating & communicating Pregnancy Resource Network annual conference
6. Research matters related to pro-life work
7. Proofread letters, articles and reports
8. Track and maintain inventories of HPC brochures, letterhead, other printed materials and promotional items
9. Represent HPM at booths for various community, church and Oklahoma Baptists events
10. Travel with HPM Executive Director and/or Associate Executive Director to HPCs, meetings and trainings as needed
11. Have the opportunity to train and serve as substitute for frontline care in pregnancy centers (not required)
12. Have the opportunity to enhance HPM ministry by writing blogs and public speaking (not required)
13. Have Pro-life and faith education opportunities
14. Complete special projects as assigned

FACILITIES AND PROPERTY MAINTENANCE RESPONSIBILITIES

1. Ensure OBHC facilities are clean, safe, and well-maintained.
2. Follow campus procedures for vehicle use, building care, and maintenance reporting.
3. Report all damage and accidents to your supervisor.
4. Keep allotted office space, office equipment, and other resources clean and well maintained.
5. Use computers and office equipment proficiently and with integrity.

PROFESSIONAL CONDUCT AND RESPONSIBILITIES

1. Become familiar with and adhere to OBHC Policy, OBHC Procedures and OHS Licensing Standards as required.
2. Will attend all staff meetings and trainings.
3. Will obtain {# of hours} clock hours of professional development annually.
4. Model Christ-like behavior in all interactions with staff, families, donors, volunteers, and residents.
5. Practice biblical conflict resolution and Christ-like confrontation.
6. Foster fellowship, emotional support, and a team-oriented spirit among staff.
7. Collaborate with OBHC personnel to maintain a consistent, positive environment.
8. Represent OBHC professionally at public events when requested.
9. Maintain modest dress, punctuality, and adherence to assigned hours.
10. Use OBHC resources, including credit cards and office equipment, responsibly and with proper documentation.
11. Complete additional tasks as assigned by the supervisor.