

# Texas Baptist Women in Ministry Coordinator

Texas Baptist Women in Ministry (TXBWIM) is a 7 year-old independent non-profit whose mission is to affirm, connect, inspire, and advocate for women in ministry in Texas. We operate with a volunteer, working board of 12 individuals, a part-time Coordinator and a contracted Financial assistant.

## Coordinator Job Responsibilities:

### Advocacy:

- Assisting Board in creatively advocating for Baptist women in all forms of ministry
- Assisting churches to support and advocate for women in ministry
- Partnering with other organizations to advance the cause of women in ministry

### Networking:

- Represent TXBWIM at various events and conferences across the state and nation, for example, Texas Baptists, Cooperative Baptist Fellowship, Fellowship Southwest, various educational institutions, etc.
- Assist Board with expansion of the reach of our annual conference and retreats
- Respond to calls/emails of women in discernment or needing guidance.
- Connect women to resources, education/training, or churches that can help their discernment process or current ministries.

### Strategic Planning and Development:

- Assist Board to carry out its strategic plan
- Assist Board with Fundraising campaigns
- Identify potential grant sources and apply for grants (Baugh and BGCT at this time)
- Send out IRS donation reports to donors
- Promote TXBWIM membership
- Maintain TXBWIM's Non-profit status with Texas Comptroller

### Event Planning:

- Assist in the planning, coordinating, and execution of the annual conference.
- Assist Board in planning and executing regional gatherings to connect with women in ministry from across the state
- Assist Board in planning and executing annual retreat for women in ministry in Texas

- Assist Board in providing online opportunities for personal and professional growth for women in ministry
- Coordinate with BWIM for to partner in hosting events throughout the year.
- Plan and coordinate pastor appreciation month
- Assist Board Chair in planning Board Retreats

## **Communications**

- Plan and publish monthly TXBWIM Newsletter and other communications via social media posts, highlighting and advocating for ministry of women across the state and promoting TXBWIM events.
- Advent Series- coordinate, produce, publish, and promote
- May write articles, blogs, etc. to publish on TXBWIM social media sites or as requested by other organizations
- Website administration and maintenance
- Maintain and administer social media accounts on Facebook and Instagram
- Write and send year-end-reports to donors and members
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## **Administration:**

- Assist Treasurer with basic accounting re: expenditures and income
- Assist Treasurer and Board with budget oversight, planning and updates.
- Attend to email
- Maintain post office box, retrieve and respond to mail

**Work Hours & Benefits:** The Coordinator position requires on average 15-20 hours per week, however due to the nature of the position some weeks will require more and some less. Some travel is required when TXBWIM hosts events around the state and all Coordinator travel expenses are paid by TXBWIM. The benefits of this position include the ability to work from home, maximum flexibility with regard to work schedule, and the opportunity to connect with women in ministry around the state of Texas. We are not able at this time to provide health benefits but can budget for educational needs as required by the position (for example, training in writing grant applications).

## **Coordinator Qualifications / Skills:**

- Passion for and willingness to promote the cause of Baptist women in ministry
- Excellent Oral and Written Communication Skills
- Ability to work respectfully with a diverse community of Baptist women and men
- Ability to attend to details and to attend to the bigger picture
- Ability to coordinate work with Board chair and Board members
- Ability to manage processes

## **Desired Education and Experience:**

- College degree required; Master's Level Theological Education preferred

- Volunteer or paid experience in ministry
- Proficiency with Microsoft office software
- Proficiency with social media
- Budget development and budget tracking experience
- Proven networking skills
- Event planning experience