

# KentuckyWMU

## OPEN POSITION POSTING

**Opening Date: 4/11/22**

**Closing Date: Until Filled**

**Position Title: Missions Strategist, Adult/Churchwide/Students**

**Department/Division: Missions Discipleship**

**Job Type: Regular Full-Time, Exempt (EPS - E)**

**Location: 13420 Eastpoint Centre Dr, Louisville, KY 40223**

**PRINCIPLE FUNCTION:** Promote mission discipleship in Kentucky churches by connecting with churches and providing resources and strategies to get their adults and students involved in missions.

---

### Qualifications

- Christian, active member of a Southern Baptist Convention church
- Proficient with Microsoft Office Programs including Word, Excel, Power Point, or a similar program
- Minimum education: Bachelor's degree, Master's Degree preferred
- Knowledge and experience in WMU work preferred
- Availability and ability to travel independently
- Capable public speaker, conference leader, event planner
- Strong leadership and administrative skills, self-starter, experience in assigned area of responsibility

### Responsibilities

1. Cooperate and consult with the Executive Director-Treasurer (ED-T) and Kentucky WMU President to promote adult, churchwide and student programs and activities.
2. Represent KY WMU throughout Kentucky as it relates to adult, churchwide and/or student mission discipleship and education for the purpose of strengthening the WMU program of work.
3. Maintain and strengthen relationships with church and associational WMU leaders, associational mission strategists and pastors. Provide trainings and resources as it relates to adult, churchwide and student mission discipleship.
4. Plan and implement activities on statewide, regional, and associational levels related to adult, churchwide and student mission discipleship.
5. Serve in an advisory capacity to Kentucky members of national Baptist Nursing Fellowship.

6. Serve as a resource for language/ethnic KY WMU work. Work with church and associational WMU leaders to develop language/ethnic WMU organizations and mission projects.
7. Promote and provide resources for adult, churchwide and student involvement in compassion ministries of WMU. These include, but are not limited to, Project HELP, Christian Women's Job Corps, World Crafts, KY Changers, etc.
8. Serve as the training coordinator for statewide WMU training events. Example: SALT
9. Represent KY WMU, as requested, at KBC and other organizations and entity's women's events, student events and collegiate events.
10. Work in collaboration with the KY WMU Communication Specialist to prepare needed leadership materials, promotional materials, etc. for planned activities and events.
11. Visit churches and associations to encourage WMU growth and strengthen the promotion of all phases of WMU work throughout Kentucky.
12. Participate on the Eliza Broadus State Missions/Week of Prayer Committee. Work with ED-T to prepare materials for publication. Write or enlist a writer(s) for assigned materials, as directed by the ED-T.
13. Provide a written and/or oral report of adult, churchwide and student activities at the Kentucky WMU Annual Meeting and other meetings, as requested.
14. Clear all field engagements with the E-DT.
15. Attend all regular meetings of the Kentucky WMU Executive Board and Executive Committee. Serve as *ex officio* resource person on all committees dealing with respective areas of work and serve as liaison to committees as appointed by the president. Work with committee chairpersons, the Kentucky WMU President, and the ED-T in preparing the agendas for these committees. Implement the recommendations of the committees.
16. Cooperate with the professional leadership of Woman's Missionary Union, SBC.
17. Be familiar with and promote the ministries of WMU as related to age-level responsibilities.
18. Assist the Kentucky WMU President and ED-T in preparation for the Kentucky WMU Annual Meeting and other events.
19. Prepare a calendar of assignments monthly to be left with the ED-T, Financial Coordinator, Administrative Assistant/Office Manager, Receptionist and the Kentucky WMU President.
20. Finance/Budget related Requirements:
  - Prepare budget requests for assigned areas of work.
  - Turn in check/reimbursement requests related to funding activities within five working days following the event.
  - Complete staff travel form monthly and turn in by established deadline.

#### **General Responsibilities**

1. Demonstrate a working knowledge of all office equipment.

2. Maintain compliance with Kentucky WMU policies and procedures. Maintain compliance with all state and federal laws and regulatory requirements.
3. Maintain professional growth through continuing education, skill development and professional involvement in the areas of missiology and missions education.
4. Attend and participate in KY WMU, KBC, national WMU and SBC meetings and other events, in consultation with the EDT.
5. Assist other office staff, as needed, and fulfill other duties as assigned.
6. Maintain strict confidence in all matters.

**CLASSIFICATION: EPS-E**

**DIRECT SUPERVISOR: Executive Director-Treasurer**

**CONTACT: Dr. Liz Encinia**

**Phone 502-489-3423**

**E-mail: [liz.encinia@kybaptist.org](mailto:liz.encinia@kybaptist.org)**

**The Kentucky WMU is an Equal Opportunity Employer.**

**Missions Strategist, Adults/Churchwide/Students**