

# Midwest Baptist Association Staff Recommendation

November 29, 2008

## Recommendation to the MBA Executive Board from the Search Committee

### Position: Associational Administrative Assistant

- The Associational Administrative Assistant (AAA) will assist the Moderator and the AMC as an office coordinator

### Profile: The AAA will have the following qualifications:

- A committed CNBC or SBC church member
- Devoted to Christ and His Kingdom
- Possess strong relational and communication skills
- Possess good computer, internet, and other administrative skills
- Possess a global understanding of the local church, the association, the convention, and other related entities
- Possess an appreciation and ability to relate cross-culturally

**Compensation:** A suggested salary package of \$7,000 is recommended for a part-time position of eight hours per week.

### Job Description:

- 1) Assist the Moderator with the preparation of reports, planning for meetings, and other office tasks
- 2) Assist the AMC with scheduling, travel plans, communication, reports, and other office tasks
- 3) Maintain and update the associational website.
- 4) Plan, produce, and distribute the monthly Midwest View.
- 5) Report to the Moderator monthly, answerable to the Executive Board
- 6) Attend meetings of the Executive Board and the Association

### Notes:

1. This position will allow the AMC to focus on people time with the leaders and members within the Association, rather than spending time doing tasks that whether they are loved or loathed, can be done by someone else, protecting the heart of the AMC role and its goals.