



## **Baptist Community Ministries Job Description – Congregational Wellness Learning Management System (LMS) Program Assistant**

Baptist Community Ministries (BCM) is guided by Christian values as reflected in the Mission & Core Values statements on the last page of this document.

### **Corporate Profile:**

BCM is a faith-based Christian organization committed to improving the physical, mental, spiritual, and social lives of people living in the greater New Orleans region. From our founding as Southern Baptist Hospital in 1924, to the merger and sale of two hospitals and our conversion to a foundation, our work touches lives in many ways - through grantmaking to nonprofit organizations and charities, and through direct services in settings such as hospitals, churches, and other community institutions. BCM plays a key role in local philanthropy. Specifically, BCM focuses grantmaking within three strategic zones – health, education, and public safety. Through our Chaplaincy Services and Congregational Wellness divisions, BCM continues the spiritual mission once part of our legacy hospitals.

### **Position Summary:**

The non-exempt position of Learning Management System Program Assistant reports to the Vice President, Congregational Wellness (CW) and provides technical and analytical support to CW team. The support and evaluation efforts are inclusive of: administrative assistance in program implementation, data base development, data entry, analysis and reporting. Extract and synthesize program, community, and population data, and compile in an appropriate interpretive format. This position also provides IT support for virtual meetings and Learning Management Systems (LMS) (i.e. Google Classroom, Blackboard, etc).

### **Principal Duties and Responsibilities:**

- Create advanced data reports using Excel and Access to provide a better understanding of certain variables in church wellness ministries. Provide maps and data sets to supplement analysis

- Conduct analysis of client and program data for use in presentations to management and Board of Trustees
- Manage and maintain user-friendly Access databases for CW programs including database design and maintenance
- Use data from Excel and Access, to develop graphic displays of data using Power Point and other tools
- Act as a technical resource regarding issues related to LMS database development and management (i.e. Google Classroom)
- Collect, organize, and maintain grant records and grant database for the Strategies to Trim and Reduce (STAR) Project and Meritorious Grant programs
- Manage online documents and provide training to Wellness Ministry Leaders on the use of the online documentation system
- Provide support to CW team to conduct the Church Nurse Education Program (CNEP), Congregational Health Promoter Program (CHPP), Behavioral Health Initiative for Pastors (BHIP), and Mental Health First Aid (MHFA) courses to include preparing student packets, setting up and breaking down of classrooms, monitoring classes, assisting students and faculty, and providing IT support on video conferencing platforms (i.e. Zoom and Microsoft Teams)
- Maintain a wide variety of manual and electronic documents, files, and records for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines
- Conduct a variety of surveys (i.e. Survey Monkey) and polls to evaluate class, instructor, and program effectiveness
- Publish and distribute monthly electronic newsletter highlighting CW programs as well as community events and resources
- Participate in, and assist with scheduling, a variety of meetings, workshops, and/or trainings
- Serve as back up to the Administrative Assistant; primary responsibility to open and close the office during BCM's standard business hours of 8:30 a.m. to 5:00 p.m.
- Evening and weekend work hours are required at various times throughout the year
- Perform other related duties as assigned

**Supervision – Direct Reports:**

N/A

**Qualifications:**

- Associate's degree required; computer science or related field ideal, but not required
- One year of data management experience required; two or more years preferred

- Intermediate to advanced Excel with Access and PowerPoint proficiency required, with experience building relational tables and creating queries and reports using Access. Microsoft office specialist certification a plus
- Experience in creating and managing google classroom and the tools associated, specifically advanced forms creation (installing and modifying Google online apps). Google online apps including but not limited to: Autocrat, Form Mule, and Form Approval with Signature
- Network-based computer and software proficiency required
- Accounting or statistics background is a plus
- Social sciences or familiarity with public health related field a plus
- Ability to work with confidential information received from churches
- Strong organizational and problem solving skills with the ability to multi-task
- Proven ability to be self-directed and work in a team environment
- Ability to perform accurate and detailed work
- Valid driver's license and reliable vehicle
- Strong written, verbal, and interpersonal skills

Note: The statements herein are intended to describe the general nature and level of work performed by employees employed within this role. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of this role.

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# BCM Mission & Core Values

## MISSION

In response to the love of God revealed in Jesus Christ and in keeping with our Baptist heritage, Baptist Community Ministries is committed to improving the physical, mental, and spiritual health of people and communities in the five-parish Greater New Orleans area.

## CORE VALUES

Baptist Community Ministries is a faith-based Christian organization that seeks to embody five core values:

**FAITHFULNESS** – Honor God in all that we do

**COMPASSION** – Exhibit unconditional love and acceptance to our community members

**RESPECT** – Demonstrate reverence for the dignity and cultural diversity of each person in our community

**SUSTAINABILITY** – Demand responsible stewardship of our charitable assets

**TRANSPARENCY** – Commit to being an accountable and trustworthy community partner

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President & CEO

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Date

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Vice President, Congregational Wellness

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Date

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Human Resources Manager

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Date

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Employee

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Date