

HOUSTON'S FIRST BAPTIST CHURCH

Position Assignment:

Proposed Job Title: Administrative Assistant to the Minister of Campus Development

Department: Sienna

Recruited By: Matthew Savage

Reports To: Matthew Savage

Location: Sienna

Status: Part Time

Proposed Employment Category: V

Summary of Position: This part-time position will be responsible for assisting and undergirding the areas of ministries that are overseen by the Minister of Campus Development and other clerical duties as needed.

Purpose: To provide administrative support for the Minister of Campus Development.

Duties and Responsibilities:

1. To maintain a growing relationship with the Lord.
 - a. As a representative of the Houston's First at Sienna Campus, the Administrative Assistant will be expected at all times to be godly, effective and excellent.
2. Serve as the primary support personnel to the Minister of Campus Development (MCD).
 - a. Assist with arrangements for all ministry related programs and special events under the MCD's purview.
 - b. Coordinate with Ministry Team Leaders making sure systems/teams are in place for Sundays and Wednesday nights. This includes, but not limited to the following teams:
Guest Experience Team, LBS, Midlink, MIYCO, Huddle team members.
 - c. Complete requests and church forms for campus activities and maintain a working knowledge of all required procedural steps and forms for the various support ministries within the church.
 - d. Assist with correspondence for the MCD-emails, letters, cards, gifts, etc.
 - e. Coordination of the MCD's schedule and appointments.
 - f. Prepare for meetings for which the MCD is responsible.
 - g. Answer and field incoming calls.
 - h. Maintain receipts and expenditures of the MCD to be reconciled monthly and be prepared to discuss budget items as requested. Assist in reviewing the financials of MCD direct reports.
 - i. Attend staff meetings as needed.
 - j. Procure office supplies or ministry supplies when needed.
 - k. Assist with special projects as needed.
 - l. Manage specific registrations for ministry events.
 - m. Assist in preparing Staff Meeting agenda and the environment for the staff meetings.

This job description is not all-inclusive and can be modified verbally and in writing by the position supervisor.

