

HOUSTON'S FIRST BAPTIST CHURCH

Position Assignment:

Job Title: College Coordinator

Department: College

Hired By: Minister of Campus Development **Reports To:** College & Young Adults Director

Campus: Downtown

Status: Part-Time

Employment Category: V

Summary of Position: This position will be responsible for supporting the areas of the College Ministry.

Purpose: As part of Downtown staff team, ensure College department aligns to the mission, vision, strategy, and values of Houston's First.

Duties and Responsibilities:

College Coordinator

- Assist with the planning, preparation, and execution of all aspects of college ministry – including but not limited to Sunday Life Bible Study, outreach events at local colleges and universities, and discipleship of students in one-on-one (same gender) or small group environments.
- Assist with creating content for, and managing, college ministry social media accounts.
- Assist with recruiting and training volunteers (Pathmakers) for college ministry roles.
- Guide students to discover their spiritual gifts and volunteer opportunities at the campus.
- Help college students get plugged into the Downtown campus so that they are meaningfully involved in churchwide initiatives, ministries and opportunities.
- Develop and cultivate relationships with ministry leaders at local colleges and universities with the goal of creating a pathway to our college ministry and campus for involvement.
- Attend staff meetings, training or churchwide gatherings when required.
- On case by case basis, attend other offsite events such as college retreats, conferences, etc.
- Order ministry supplies as needed.

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

Skills Requirements: Select all that apply

Language skills

Math skills

Reasoning ability

Computer skills:

Windows

Mac

MS Office

MS Outlook

- Administration
- Service to others
- Teacher/Leader
- Good communication skills
- Team builder
- Self-disciplined
- Servant leader
- Decision maker
- Strong work ethic
- Empathy for ministry partners
- Attention to detail

Education and/or Experience: Select all that apply

- College graduate preferred
- Administrative Experience
- Personnel Management
- Church Staff experience preferred
- Other: [Click here to enter text.](#)

Organizational Relationships: Reports to College & Young Adults Director

Working Conditions: Select all that apply

- 40 hour work week
- Additional hours as needed
- Occasional off campus activities
- Continuing Education
- Specialized training
- Occasional travel
- Other: Offsite, outdoor events including warm months of the year

Prepared By: Peter Lee

Title: Minister of Campus Development

Date Prepared or Revised: January 14, 2025

Signature of preparer: _____

I have read and received a copy of my job description. I understand this document overrides anything I have understood in the past. I further understand that I am expected to work according to this job description. If I have questions concerning the work and what is expected of me, I will speak to my direct supervisor.

Employee Signature

Date

Print Name