

HOUSTON'S FIRST BAPTIST CHURCH

Position Assignment:

Job Title: Executive Assistant

Hired By: Leon Brooks III

Reports To: Downtown Campus Pastor

Campus: Downtown

Status: Full-Time Non-Exempt

Employment Category: IV

Summary of Position:

This position will be responsible for supporting the Campus Pastor and other ministries as needed at the Downtown Campus.

Duties and Responsibilities include but are not limited to the following.

1. Executive Assistant to the Campus Pastor
 - a. Serve as the primary support person to the Campus Pastor.
 - b. Assist with arrangements for all ministry related programs and special events that fall under the Campus Pastor's responsibilities.
 - c. Coordinate with Ministry Team Leaders to ensure that they have what they need.
 - d. 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.
 - e. Assist with correspondence for the Campus Pastor – emails, letters, cards, gifts, etc.
 - f. Prepare agenda for staff meetings.
 - g. Answer and field incoming phone calls.
 - h. Attend staff meetings and/or functions as requested.
 - i. Oversee the professional appearance of the campus offices.
 - j. Procure office supplies when needed.
 - k. Assist the Campus Pastor with special projects as needed.
 - l. Oversee the coffee ministry and work with volunteers.
 - m. Work with staff to organize a monthly newsletter highlighting all the ministry happening at the Downtown Campus
 - n. Serve as a Safeguarding screener for the Downtown Campus.

Qualifications

1. Ability to plan and organize with a high level of detail.
2. Ability to communicate effectively at an expert level – oral and written communication.
3. Ability to work independently following general guidelines.
4. Ability to work with people of all ages.
5. Ability to multi-task and prioritize.
6. Ability to maintain a professional, positive presence.
7. Ability to both build and work as a part of teams.
8. Ability to work in a fast-paced environment, sometimes under pressure, remaining flexible, proactive, resourceful, and efficient with a high level of professionalism and confidentiality.

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 (English) ☒Math skills ☒Reasoning ability

PC skills: ☐Windows ☒Mac ☒MS Office ☒MS Outlook ☒MS Excel

☐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 ☒Other

- a. EMS – booking rooms for ministry events or meetings.
- b. Basecamp – requests for audio/video, staging for events.
- c. Web Request – requests for additions or changes to website.
- d. Social Tables – requests for room setups for events (Meeting Matrix).
- e. ROCK – church member and visitor database.

Education and/or Experience: Bachelor's Degree Preferred.

☒College graduate preferred ☒Personnel Management experience preferred

☒Church Staff experience preferred ☐Administrative Experience

Organizational Relationships: Reports to: Downtown Campus Pastor

Working Conditions: Select all that apply.

☒40-hour work week ☒Additional hours as needed ☒Occasional off campus activities

☒Continuing Education ☐Specialized training ☒Occasional travel

Prepared By: Leon Brooks III **Title:** Downtown Campus Pastor

Date Prepared or Revised: **October 4, 2023**

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