HOUSTON'S FIRST BAPTIST CHURCH

Position Assignment:

Job Title: First Kids Administrative Assistant   **Department:** NextGen Ministry

Hired By: Children's Minister   **Reports To:** Children's Minister

Campus: Sienna   **Status:** Full Time

Employment Category: IV

Summary of Position: Serve as administrative administrator for First Kids Sienna.

Purpose: Fulfill Administrative Needs for First Kids Ministry.

Duties and Responsibilities:

Weekly Tasks

- Meet Weekly with Children Ministers to talk through upcoming calendar and pinpoint areas of focus
- Track attendance for Sunday and Wednesday and update rosters as needed.
- Complete follow-up procedure by end of day Tuesday
  - Identify any new families that have visited in past week
  - Send new family information to First Kids Staff
  - Print welcome letter to have First Kids Team
  - Mail letters
- Weekly Parent Information & Communication
  - Manage social media accounts (Facebook & Instagram)
  - Monthly Newletter to parents
  - Connect with First Kids Team about any specific communications that need to be sent to parents about upcoming events, ministry opportunities, etc.
- Assist in settin up for Sunday morning LBS & Wednesday Midlink
  - Children – LBS handouts for all classes; ensure all classrooms have appropriate supplies
  - Weekly supply inventory for classrooms & resource room
- Communicate with Creative Services regarding projects for upcoming events
- Assit in communication and recruitment of First Kids Sienna volunteers as well as assist maintaining monthly volunteer schedule.
- Attend HFBC-Sienna Staff Meeting each Monday
- Midlink- order and arrange delivery of dinner each week for Children's Ministry

Monthly

- Update First Kids Sienna Events Calendars on App, Facebook, & Website
- Financial
    - Montly budget update for First Kids Staff
    - Assist in budgeting plans for First Kids Sienna.
- Assist in recruitment of new volunteers for First Kids Ministry
    - Maintain volunteer database and update information as needed
- Create mail labels for First Kids Sienna Birthday cards.

As Needed

- Create event registraions in ROCK and coordinate with Web Team to upload events to HoustonsFirst.org
- Communicate logistics for major events with HFBC staff & volunteers
- Attend HFBC Staff meetings and functions as scheduled
- Organize meals and setup for various First Kids trainings & events
    - Parent Meetings
    - Leader Trainings
    - Mission Team Trainings
- In the event First Kids Minister & First Kids Associate is absent serve as staff contact during ministry hours (Sunday Mornings & Wednesday Evenings)

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 Children's Minister

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: Click here to enter text.

Prepared By: Tyler Scott   **Title:** Children's Minister

Date Prepared or Revised: August 28, 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**

_____
Print Name