

HOUSTON'S FIRST BAPTIST CHURCH

Position Assignment:

Job Title: Children's Ministry Administrative Assistant **Department:** Children's Ministry

Hired By: Director of Children's Ministry

Reports To: Director of Children's Ministry

Campus: Cypress

Status: Full Time Non Exempt

Employment Category: IV

Summary of Position: Our mission is twofold: Provide children with a foundation for faith in Jesus and develop that faith through teaching and discipleship. Build trusted, meaningful relationships with families and equip them to disciple their children. **Values:** Godly, Effective, Excellent **Godly** in behavior, decisions, choices. Doing your very best to follow and imitate Jesus. Being disciplined and discipling others. **Effective** in ministry and mission. **Excellent** Giving and presenting your very best. Going above and beyond expectations whenever possible. "...and then some."

Purpose: To provide all administrative duties needed for the Children's Ministry to operate efficiently and with excellence.

Duties and Responsibilities:

- Execute all administrative needs for ministry programming and events. i.e. registration, communication, setups, forms, food orders, venue rentals, transportation.
- Manage calendar, website, and social media for the ministry
- Assist in managing director's calendar
- Effectively communicate with families and leaders about programming and events
- Input and maintain family data in Rock.
- Prepare and process reports needed from Rock.
- Work with membership services to setup, implement, and troubleshoot check-in
- Work with creative services, designers and vendors to order print materials
- Manage budget and handle financial forms for ministry

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

☒ Other: Google Drive, Rock Membership Database

☒ 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: Teachable, Motivated

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 Director of Children's Ministry, Children's Associate

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: Renee Johnson

Title: Preschool Ministry Director

Date Prepared or Revised: April 6, 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