

HOUSTON'S FIRST BAPTIST CHURCH

Position Assignment:

Proposed Job Title: Administrative Assistant

Department: Creative

Recruited By: Project Manager

Reports To: Project Manager

Location: The Loop Campus

Status: Part Time

Proposed Employment Category: V

Summary of Position: The Administrative Assistant will work directly with the Project Team to oversee all billing/payment functions and oversee daily operations for the Creative Team.

Purpose: The primary purpose of this position is to pay vendors in a timely fashion—and issuing ministry chargebacks. In addition, the Administrative Assistant will play a key role in bringing organization and day-to-day office assistance to the Creative Team, as needed.

Duties and Responsibilities:

- Cultivate a warm and welcoming environment where staff and guests feel welcome.
- Direct staff to the designer or project staff they came to see.
- Act as a liaison between external vendors and the Creative department for miscellaneous interactions such as printer maintenance and deliveries via email, phone, and in person.
- Maintain office organization and tidiness.
- Order and manage office supplies such as break-room snacks and beverages, paper towels, printing paper, poster paper, etc.
- Coordinate Team Buildings and birthdays.
- Manage and oversee internal billing and complete monthly expense reports. Compile all invoices and receipts.
- Oversee and coordinate budgeting and purchases for new equipment when requested.
- Pay vendor invoices for departments at all campuses in a timely manner, and act as the main point of contact for all invoices and billing inquiries.
- Participate in annual all-staff training, prayer meetings, etc.
- Assist Project Manager and Printing Manager with miscellaneous tasks that arise and require additional help.
- Collect and distribute mail and packages.
- Prepare necessary documents and information for budget meetings every fiscal year.
- Assist Communications Department with miscellaneous tasks ranging from meeting logistics and planning, invoice payments, Sunday collateral distribution, screens, etc.

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

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Language skills | <input checked="" type="checkbox"/> Math skills | <input checked="" type="checkbox"/> Reasoning ability |
| PC skills: <input type="checkbox"/> Windows | <input checked="" type="checkbox"/> MS Office | <input checked="" type="checkbox"/> MS Outlook |
| <input checked="" type="checkbox"/> Administration | <input checked="" type="checkbox"/> Service to others | <input type="checkbox"/> Teacher/Leader |
| <input checked="" type="checkbox"/> Good Communication skills | <input checked="" type="checkbox"/> Team builder | <input checked="" type="checkbox"/> Self-disciplined |
| <input checked="" type="checkbox"/> Servant leader | <input type="checkbox"/> Decision maker | <input checked="" type="checkbox"/> Strong work ethic |
| <input checked="" type="checkbox"/> Empathy for ministry partners | <input checked="" type="checkbox"/> Attention to detail | |

Education and/or Experience: Select all that apply

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> College graduate preferred | <input checked="" type="checkbox"/> Administrative Experience | <input type="checkbox"/> Personnel Management |
| <input checked="" type="checkbox"/> Church Staff experience preferred | <input type="checkbox"/> Other: Click here to enter text. | |

Organizational Relationships: Reports to Project Manager

Working Conditions: Select all that apply

- | | | |
|---|--|--|
| <input type="checkbox"/> 40 hour work week | <input type="checkbox"/> Additional hours as needed | <input checked="" type="checkbox"/> Occasional off campus activities |
| <input type="checkbox"/> Continuing Education | <input checked="" type="checkbox"/> Specialized training | <input type="checkbox"/> Occasional travel |

Prepared By: Sarah Aum

Title: Project Manager, Creative

Date Prepared or Revised: April 26, 2024

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