

# 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 Project Coordinator 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, 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

- Language skills                      Math skills                      Reasoning ability
- PC skills:    Windows    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

**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 Project Coordinator

**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:** John LaCarter                      **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