

HOUSTON'S FIRST BAPTIST CHURCH

Position Assignment:

Job Title: Student Ministry Administrative Assistant

Department: Students

Hired By: Tony Bianco

Reports To: Tony Bianco

Campus: Loop

Status: Full Time

Employment Category: CAT IV

Summary of Position: The Student Ministry Administrative Assistant will serve The HUB Student Ministry and Staff in organization, hospitality, and professionalism.

Purpose: Be an example of Jesus to students, families, and leaders while they keep The HUB Staff organized and prepared for ministry.

Duties and Responsibilities:

- Primary Screener for The HUB Student Ministry through Safeguarding
- Assist on-boarding volunteers for Safeguarding & joining The HUB
- Work closely with Student Ministry Staff.
- Keep the office and HUB Area organized and cleaned.
- Calendaring events, room reservations, outside partnership contracts, & payments.
- Staff liaison between other HFBC Departments, Finance, Culinary, Facilities, & Security.
- Create a welcoming environment for parents, visitors, and families.
- Assisting in planning events, including decorating and other elements.
- Support the Student Ministry Staff in ministry-wide events and programming.
- Work as part of a team with the desire to see students have King Hearts and live Kingdom Lives.

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

☒ Hospitality

☒ 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 or Higher

☒ Administrative Experience

☒ Personnel

☒ Church Staff experience (optional) ☐ Other: [Click here to enter text.](#)

Organizational Relationships: Reports to Student Minister & Student Ministry Associate (Girls)

Working Conditions: Select all that apply

☒ 40 hour work week

☐ Additional hours as needed

☒ Occasional off campus activities

☒ Specialized training

☐ Occasional travel

Prepared By: Tony Bianco

Title: Student Ministry Administrative Assistant

Date Prepared or Revised: December 5, 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