

# HOUSTON'S FIRST BAPTIST CHURCH

**Job Title:** Safeguarding Administrative Assistant

**Department:** Safeguarding

**Recruited By:** Safeguarding Director

**Reports To:** Safeguarding Director

**Location:** Loop Campus

**Status:** Full Time

**Employment Category:** IV

**Summary of Position:** The Safeguarding Administrative Assistant will provide administrative support to all operations of the Safeguarding Department and Safeguarding Director. The Safeguarding Administrative Assistant will also serve to foster a welcoming environment and hospitality to those visiting the Safeguarding office. The Safeguarding Administrative Assistant will utilize the utmost discretion with confidential or sensitive information and maintain a calm composure in navigating emotionally sensitive situations.

**Purpose:** To provide Godly, effective, and excellent administrative support to the Safeguarding Team and overall Safeguarding Screening Process.

## **Duties and Responsibilities:**

- Provide administrative support to the Safeguarding Director and Safeguarding Department team. This includes scheduling appointments and managing calendars, ordering supplies, and keeping accurate records and notes.
- Serve as the primary point of contact for Safeguarding related questions, phone calls, and scheduling requests.
- Maintain the Safeguarding Department email inbox.
- Assist in processing Safeguarding volunteer interest forms and ensuring potential volunteers receive a timely and accurate response.
- Serve as the primary bilingual screener for potential Spanish speaking hires, or renewal screening of Spanish speaking staff.
- Primary point of contact for all Safeguarding related Spanish/English translation needs.
- Serve as the backup for processing background check requests as needed.
- Attend meetings as requested by the Safeguarding Director or Administrator, prepare agendas, and take notes.
- Manage accounts payable and receivables, submit all invoices for payment.
- Submit monthly expense report on Nexonia for Safeguarding Director.
- Book any travel related needs for the Safeguarding Director and team.
- Organize and serve as the point of contact for all Safeguarding related meetings and trainings. This includes room reservations, room set ups, registrations, ordering catering, and materials.
- Maintain accurate records of Safeguarding training compliance.
- Submit basecamp and web requests for all related Safeguarding department printed and digital promotional materials.
- Provide hospitality and a welcoming atmosphere in the Safeguarding Dept office and related Safeguarding functions.
- Responsible for assisting Safeguarding office walk ins and coordinating appointments.
- Provide communication related to Safeguarding Department events, training dates, and meetings to applicable staff and volunteers.
- Participate in specific training related to child protection and safeguarding.
- Organize and maintain paper and digital files of the Safeguarding Department.

This job description is not all-inclusive and can be modified verbally and in writing by the position supervisor.

