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.

⊠ Language skills		⊠ Math skills		⊠ Reasoning ability	
PC skills:	⊠Windows	⊠MS Off	ice ⊠MS Outlo	ook l	⊠MS Excel
	⊠Other: Rock				
⊠ Administration			⊠ Service to others		⊠Teacher/Leader
⊠Good Communication skills			⊠Team builder		⊠Self-disciplined
⊠Servant leader			⊠ Decision maker		⊠Strong work ethic
⊠ Empathy for stakeholders			⊠ Attention to detail		
⊠Other: <u>Discretion with confidential or sensitive information, ability to maintain composure in urgent or emotionally demanding situations. Strong English and Spanish communication skills.</u>					
Education and/or Experience: Select all that apply					
□ College graduate preferred □ Administrative Experience □ Personnel Management					
⊠ Church Staff experience preferred					
Organizational Relationships: Reports to <u>Safeguarding Director</u>					
Working Conditions: Select all that apply					
⊠40 hour w	ork week	⊠Additi	onal hours as need	ed	⊠Occasional off campus activities
⊠Continuin	ntinuing Education ⊠Specia		alized training		⊠ Occasional travel
Prepared By: Jenny Sheets Title: Safeguarding Director					
Date Prepared or Revised: January 10, 2025					
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					

Skills Requirements: Select all that apply

Print Name