



NextGen Administrative Assistant

Department: GROW Team

Recruited By: Doug Bischoff

Location: The Loop Campus

Proposed Employment Category: V

Reports To: Next Generations Minister

Status: Part Time Non-Exempt

Summary of Position: The NextGen Administrative Assistant serves as the primary administrative support to the Next Generations Minister, as well as serving as office manager for the Grow Suite, (along with the Adult Ministry Executive Assistant).

Purpose: To support the Next Generations Minister and assist in the areas of ministry overseen by the minister.

Duties and Responsibilities:

Duties and Responsibilities as listed but are not limited to:

- Coordination of the Next Generations Minister's schedule and appointments
- Answer and field incoming phone calls
- Keep current and organized records
- Order supplies and serve as office manager for the Grow Suite
- Schedule and prepare meetings for which the Grow Team Leadership is responsible
- Create calendar requests, room setups and catering for meetings.

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

Other: Churchwide calendaring system



HOUSTON'S FIRST

BAPTIST CHURCH

- 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
- Other:

Education and/or Experience: Select all that apply

- College graduate preferred
- Administrative Experience
- Personnel Management
- Church Staff experience preferred
- Other:

Organizational Relationships: Reports to Next Generations Minister

Working Conditions: Select all that apply

- 40 hour work week
- Additional hours as needed
- Occasional off campus activities
- Continuing Education
- Specialized training
- Occasional travel
- Other: Occasional Lifting (less than 40 lbs.), occasional travel to pick up supplies



Contact:

Doug Bischoff
Next Generations Minister
Houston's First Baptist Church
7401 Katy Freeway
Houston, TX 77024

Doug.Bischoff@HoustonsFirst.org