

# HOUSTON'S FIRST BAPTIST CHURCH

## Position Assignment:

**Job Title:** Production Department Administrative Assistant

**Department:** Production

**Recruited By:** Director of Production

**Reports To:** Director of Production

**Location:** Loop Campus

**Status:** Part-Time

**Proposed Employment Category:** V

**Summary of Position:** The Production Department Administrative Assistant will assist the Director of Production with administrative tasks.

**Purpose:** The Production Department Administrative Assistant is responsible for supporting the Director of Production with administrative tasks including managing production's department calendar, schedules for part timers, and all other duties assigned by the Director of Production.

## Duties and Responsibilities:

1. To maintain a growing relationship with the Lord.
  - a. As a representative of Houston's First at Loop Campus, the Administrative Assistant will be always expected to be godly, effective, and excellent.
2. Support with live events as needed both during the week, Sundays and special events as they arise.
3. Other duties as follows but not limited to:
  - a. Invoicing for production related supplies, equipment, and personnel.
  - b. Helping in organization and scheduling volunteers and part-time workers for worship services and outside/special events.
  - c. Assisting Director of Production in managing schedules, budgets, meetings, expenses, and calendars.
  - d. Point of contact for Director of Production
  - e. Print run sheets and checklists for services from Planning Center
  - f. Receive and plug in service times from all campuses for Leadership Team review
  - g. Helping in production related services as needed
  - h. Assist by scheduling meetings for future events
  - i. Ordering food for events, and keeping the workroom stocked with office supplies, snacks, and drinks for the team.
  - j. Attend staff meetings as needed.

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

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 Director of Production

**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:** Jonathan Olmos

**Title:** Director of Production

**Date Prepared or Revised:** July 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