

HOUSTON'S FIRST BAPTIST CHURCH

Position Assignment:

Job Title: Student Ministry Administrative Assistant

Department: Students

Hired By: Student Ministry

Reports To: Student Minister

Campus: Loop

Status: Full Time

Employment Category: IV

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

Purpose: Model the character of Jesus to students, families, and leaders, while keeping The HUB Staff organized and equipped for ministry.

Duties and Responsibilities:

- Work closely with Student Ministry Staff to support the day-to-day operations and long-term goals of The HUB
- Keep the office and HUB Area organized, clean, and ready to always welcome students and guests
- Manage calendaring for events and meetings, coordinate room reservations, and process outside partnership contracts and payments
- Serve as staff liaison between The HUB and other HFBC Departments — primarily Finance, Culinary, Facilities, and Security — to ensure smooth coordination on logistics and needs
- Serve as Primary Screener for The HUB Student Ministry through Safeguarding, ensuring all volunteers meet compliance requirements before serving
- Assist in onboarding new volunteers, including Safeguarding clearance and orientation to joining The HUB team
- Create a warm, welcoming environment for parents, visitors, and families, helping every guest feel known and valued
- Assist in planning, decorating for, and executing various elements of Student Ministry events
- Support the Student Ministry Staff in ministry-wide events and programming as needed
- Maintain a personal desire to know Jesus more and grow in relationship with Him
- Work collaboratively as part of a team with a shared desire to see students develop 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

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 Minister

Date Prepared or Revised: **August 24, 2026**

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