

HOUSTON'S FIRST BAPTIST CHURCH

Position Assignment:

Job Title: Young Singles Ministry Associate

Department: Young Singles

Hired By: Brandon Ayers

Reports To: Minister of Singles

Campus: The Loop

Status: Full Time Exempt

Employment Category: IIIB

Summary of Position:

Serve as a strategic creative partner to the Minister to Singles, translating ministry vision into the content, campaigns, and experiences that reach and disciple the young adults of Houston. This role principally leads the creative strategy and “digital discipleship” program across our three young adult communities — Summit, Sojourn, and Metro (our weekly young adult worship gathering) — owning social media strategy, graphic design, and photo and video storytelling. Alongside that creative leadership, the Associate invests personally in volunteers, discipless same gender leaders, advances a healthy ministry culture, helps curate the overall experience of Metro, oversees the Young Singles Administrative Assistant, and supports operational duties as needed.

Purpose: Carry out the Great Commission through creative leadership, digital ministry, and ministerial service. Serve overall ministry priorities that are both evangelistic and discipleship focused in an effort to reach and grow the young single adults of Houston, Texas.

Duties and Responsibilities:

- Uphold the vision of Houston's First Baptist Church: *To gather our hearts, grow our souls, and give our lives through the gospel for the glory of God and good of others.*
- Partner closely with the Minister to Singles to translate overarching ministry vision into creative strategy, shaping the content, campaigns, and messaging that carry that vision to young adults across digital platforms.
- Lead the ministry's “digital discipleship” strategy, multiplying reach through creative initiatives and campaigns that engage young adults through social media, podcasting, blogs, video series, and emerging platforms.
- Manage social media across Summit, Sojourn, and Metro — building the content calendar, maintaining the posting schedule, coordinating with volunteer contributors, and optimizing content for both outreach and discipleship.
- Strategize and execute Metro social media campaigns that drive the ministry's digital outreach and invite new young adults into community.
- Provide creative direction and graphic design for screen and print — including sermon series branding, event graphics, and campaign assets — to visually express the teaching and vision of the ministry.
- Capture, edit, and produce photo and video content for weekly gatherings, promotional campaigns, and storytelling pieces that showcase what God is doing in the ministry.
- Help curate the experience of Metro for young adults through collaboration with the Worship and Production teams.

- Strategize and execute the in-service communication schedule at Metro, informing attendees about upcoming ministry events and campaigns.
- Manage ministry creative deliverables in coordination with the church's creative services team and outside contractors.
- Recruit, train, and equip the volunteer Creative team, developing their skill in photography, videography, and content production.
- Contribute creative elements and visual direction for upcoming sermon series through bi-annual sermon planning meetings.
- Relationally disciple same gender leaders and volunteers across Summit, Sojourn, and Metro.
- Lead Bible studies for same gender volunteers and team leaders.
- Work alongside the Ministry Associate on ministry operations, leadership of key meetings, shepherding of volunteers, and new initiatives to reach young adults.
- Support both the ideation and execution of ministry activities in a godly, effective, and excellent way, attending key ministry activities and events (i.e. monthly core leadership meetings; monthly director's meeting; monthly leadership meetings; bi-annual leadership retreat; volunteer fellowship events; annual Core Leader Retreat; volunteer socials; Metro Late Nights; ministry-wide social events; equipping initiatives; outreach organization; etc.).
- Advance a thriving culture across Summit, Sojourn, and Metro through consistently modeling and promoting core values.
- Recruit and evaluate prospective lay leaders through a structured application and interview process.
- Advocate for community involvement across both Summit and Sojourn, catalyzing active involvement and developing effective ministry models for young singles.
- Support core leadership transitions through facilitating replacement recommendations, leadership applications, interviews, and onboarding.
- Contribute to the Metro service experience through regular participation in hosting and announcements.
- Oversee the Young Singles Administrative Assistant, who handles administrative needs across the young adult ministries.
- Logistically manage guest speaker travel, honorariums, and hospitality.

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

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| ☒ Language skills | ☒ Math skills | ☒ Reasoning ability |
| Computer skills: | ☒ Windows ☒ Mac | ☒ MS Office ☒ MS Outlook |
| ☒ 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: Self-starter, time and prioritization management, adaptable, problem solving

Education and/or Experience: Select all that apply

☒ College graduate preferred ☒ Administrative Experience ☒ Personnel Management

☐ Church Staff experience preferred ☒ Other: Ministry experience preferred (staff or volunteer leadership)

Organizational Relationships: Reports to Minister to Singles and Metro Venue Pastor

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: Brandon Ayers

Title: Minister to Singles and Metro Venue Pastor

Date Prepared or Revised: August 18, 2026

Signature of preparer: Brandon Ayers

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