

HOUSTON'S FIRST BAPTIST CHURCH

Position Assignment:

Job Title: Special Needs Assistant

Department: Special Needs Ministry

Hired By: Daniel Williams

Reports To: Min to Special Needs Families

Campus: Loop

Status: Part Time

Employment Category: V

Summary of Position: The Special Needs Assistant will assist the Minister of Special Needs Families in the areas of developing, implementing, and overseeing all areas of programming and education for children and adults with special needs and their families. It will also recruit, train, and schedule volunteers as well as help manage part-time employees and interns. Position requires the ability to carry out a broad range of assignments at any given time and at times with minimal or no supervision.

Purpose: Assist the Special Needs Minister in achieving ministry objectives and maintaining a godly, effective, and excellent ministry.

Duties and Responsibilities:

All things associated with programming for the Special Needs Ministry, including but not limited to...

- Must be able to work a modified work week as requested by the Minister to Special Needs Families which will require working on Sundays.
- Responsible for creating lessons plans for staff and volunteers as they relate to all programming and Life Bible Study classes.
- Responsible for planning, developing, and coordinating events and programs and coordinate follow-up, including ministry training efforts and special events.
- Work in conjunction with other special needs ministry staff to vision cast, plan, and execute on ministry objectives.
- Work in conjunction with other ministries including but not limited to Children, Preschool, Student, Recreation and Fitness, Missions, Gather, and FBA to make programming and events as godly, effective, and excellent as possible.
- Plan and implement strategy for recruitment, scheduling, and development of lay leaders, both adult and minors.
- Assist in managing the Special Needs office and personnel to ensure that all purchase orders, calendar requests, venue reservations, room set up requests, media requests, check requests, culinary orders, and work requests are properly submitted for all ministry related activities.
- Ensure the special needs suite and spaces are always properly cleaned and ready for families and events. This includes maintaining all equipment, supplies, and ensuring a safe and secure environment at all times.

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

☒ Teacher/Leader

☒ 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 graduate preferred

☒ Administrative Experience

☐ Personnel Management

☒ Church Staff experience preferred

☒ Other: Experience working with disabled children and adults and their families

Organizational Relationships: Reports to Minister to Special Needs Families

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: Daniel Williams

Title: Minister to Special Needs Families

Date Prepared or Revised: August 27, 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