

HOUSTON'S FIRST BAPTIST CHURCH

Position Assignment:

Job Title: Missions & Mobilization Ministry Assistant

Department: Missions/Give

Reports To: Ivan Adams

Campus: Cypress

Status: Full-Time/Non-Exempt

Employment Category: IV

Summary of Position: The Missions & Mobilization Ministry Assistant leads in two key positions: expanding the All-Nations ESL program, strengthening Global Worker Care. This role is instrumental in growing ESL toward certification as a recognized program for the Cypress community, cultivating meaningful pathways for gospel engagement, and ensuring our Global Workers receive care and support that sustains them in their calling. Lastly this role assists with local mission initiatives. The goal of this Ministry Assistant is to Equip and Mobilize each member of Houstons First – Cypress to live out the Great Commission.

Duties and Responsibilities:

Administrative Responsibilities

- Coordinate ESL program logistics, including schedules, registration, communication, and volunteer assignments.
- Compile global worker birthday and anniversary reports and develop an annual plan for celebration.
- Coordinate care package logistics, including communication with LBS Give Leaders.
- Plan and support global worker care training events.
- Collaborate with Global Worker Care staff at the Loop Campus.
- Assist in organizing and implementing seasonal ministry events.
- Assist with Missions Pathmaker safeguarding and onboarding processes.

Developmental Responsibilities

- Grow and strengthen the All Nations ESL program with the goal of developing it into a certified ESL program, creating a pathway for both academic excellence and gospel engagement.
- Create opportunities for relational gatherings beyond ESL classes that foster community and gospel conversations.
- Oversee and strengthen the Global Worker Care Team.
- Develop and implement strategies to expand the effectiveness of Global Worker Care.
- Foster relational connections between Global Workers of HFBC–Cypress.
- Oversee the strategic implementation of Missionary Care Trips
- Assist in the relational development, mobilization, and equipping of church members for Great Commission engagement.

Other Responsibilities

- Attend Cypress weekly staff meetings.
- Participate in Missions Council meetings at the Loop Campus.
- Support and represent the Missions Department at off-site events as assigned.

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

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Language skills | <input checked="" type="checkbox"/> Math skills | <input checked="" type="checkbox"/> Reasoning ability |
| Computer skills: | <input type="checkbox"/> Windows | <input checked="" type="checkbox"/> Mac |
| <input checked="" type="checkbox"/> Administration | <input checked="" type="checkbox"/> Service to others | <input checked="" type="checkbox"/> Teacher/Leader |
| <input checked="" type="checkbox"/> Good Communication skills | <input checked="" type="checkbox"/> Team builder | <input checked="" type="checkbox"/> Self-disciplined |
| <input checked="" type="checkbox"/> Servant leader | <input checked="" type="checkbox"/> Decision maker | <input checked="" type="checkbox"/> Strong work ethic |
| <input checked="" type="checkbox"/> Empathy for ministry partners | <input checked="" type="checkbox"/> Attention to detail | |

Education and/or Experience: Select all that apply

- ☐ College graduate preferred. ☒ Administrative Experience ☐ Church Staff experience preferred

Organizational Relationships: Reports to Missions and Mobilization Associate

Working Conditions: Select all that apply

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> 40 hour work week | <input checked="" type="checkbox"/> Additional hours as needed | <input checked="" type="checkbox"/> Occasional off campus activities |
| <input type="checkbox"/> Continuing Education | <input type="checkbox"/> Specialized training | <input checked="" type="checkbox"/> Occasional travel |

Prepared By: Ivan Adams and Jason Swiggart **Title:** Missions & Mobilization Associate and Campus Pastor

Date Prepared or Revised: August 27, 2025

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