

HOUSTON'S FIRST BAPTIST CHURCH

Position Assignment:

Proposed Job Title: Administrative Assistant to the Minister of Campus Development

Department: Sienna

Recruited By: Matthew Savage

Reports To: Matthew Savage

Location: Sienna

Status: Part Time

Proposed Employment Category: V

Summary of Position: This part-time position will be responsible for assisting and undergirding the areas of ministries that are overseen by the Minister of Campus Development and other clerical duties as needed.

Purpose: To provide administrative support for the Minister of Campus Development.

Duties and Responsibilities:

- Serve as the primary support personnel to the MCD.
- Assist with arrangements for all ministry related programs and special events under the MCD's purview.
- Coordinate with Ministry Team Leaders making sure systems/teams are in place for Sundays and Wednesday nights. This includes, but not limited to the following teams:
 - Guest Experience Team, LBS, Midlink, MIYCO, Huddle team members.
- Complete requests and church forms for campus activities and maintain a working knowledge of all required procedural steps and forms for the various support ministries within the church.
- Assist with correspondence for the MCD-emails, letters, cards, gifts, etc.
- Coordination of the MCD's schedule and appointments.
- Prepare for meetings for which the MCD is responsible.
- Answer and field incoming calls.
- Maintain receipts and expenditures of the MCD to be reconciled monthly and be prepared to discuss budget items as requested. Assist in reviewing the financials of MCD direct reports.
- Attend staff meetings as needed.
- Procure office supplies or ministry supplies when needed.
- Assist with special projects as needed.
- Manage specific registrations for ministry events.
- Assist in preparing Staff Meeting agenda and the environment for the staff meetings.

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 | | |
| 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 | | | |

Education and/or Experience: Select all that apply

- | | | |
|--|---|---|
| ☐ College graduate preferred | ☒ Administrative Experience | ☐ Personnel Management |
| ☐ Church Staff experience preferred | ☐ Other: Click here to enter text. | |

Organizational Relationships: Reports to Matthew Savage

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: Matthew Savage

Title: Minister of Campus Development

Date Prepared or Revised: April 13, 2023

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