

HOUSTON'S FIRST BAPTIST CHURCH

Position Assignment:

Job Title: Women's & Adult Grow Coordinator **Department:** Adult Grow

Hired By: Min of Campus Development **Reports To:** Min of Campus Development

Campus: Downtown **Status:** Part Time

Employment Category: V

Summary of Position: Provide leadership and oversee the implementation of Houston's First strategy for Women's Ministry & provide administrative support to the Minister of Campus Development for Adult Grow Ministry.

Purpose: Alignment of Women's Ministry department to the mission, vision, strategy and values of Houston's First, and effective support for Adult Grow Ministry department.

Duties and Responsibilities:

WOMEN'S MINISTRY

- Plan, implement and lead events for women to connect relationally, grow spiritually, and assimilate into the church.
- Facilitate and teach Equip courses related to discipling women.
- Recruit, equip and empower church members to become Pathmakers (volunteers) to fulfill the work of Women's Ministry.
- Ensure effective stewardship and usage of Women's Ministry budget.
- Collaborate with Women's ministry staff from other campuses to plan and implement campuswide events and initiatives related to department area.
- Collaborate with Connection staff member to champion and direct women to go through the PLACE process to discover their spiritual gifts & effectively serve in campus opportunities.
- Collaborate with Local Outreach staff member to champion and direct women to be part of local outreach ministry opportunities to local community.

ADULT GROW MINISTRY

- Fulfill administrative tasks and responsibilities to support the Adult Grow department, including Life Bible Study groups and Equip courses, ministry programs and special events.
- Ensure Adult Grow systems and processes are ready for Sundays and Wed evenings.
- Assist with correspondence for the Minister of Campus Development: phone/text, emails, letters, cards, gifts, scheduling appointments, etc.
- Procure office supplies or ministry supplies.
- Manage ministry events registrations.
- Manage web and design requests.

OTHER:

- Be part of Sunday Worship rotation as stage host and prayer partner.
- As part of Downtown staff team, support and participate in staff meetings, trainings, campuswide events, and initiatives outside of department area.
- Collaborate with Campus Executive Assistant to support both campus administrative tasks and events, and initiatives for all campuses.

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 (English)
- Math skills
- Reasoning ability
- Administration
- Service to others
- Teacher/Leader
- Excellent written and verbal communication skills, including public speaking
- Team builder
- Self-disciplined
- Attention to detail
- Servant leader
- Decision maker
- Strong work ethic

Computer skills: Windows Mac MS Office MS Outlook

- Other: Familiarity and experience using graphic design tools (Canva, others) preferred
- Other: Familiarity and experience using social media (Instagram, Facebook) preferred

Education and/or Experience: Select all that apply

- Associate or Bachelor’s Degree required.
- 5-10+ years of work experience preferred
- 2+ years of church staff experience preferred, or 1-2+ years of high-capacity church volunteer experience required
- Seminary Graduate or currently enrolled in seminary preferred

Working Conditions: Select all that apply

- Occasional local travel & off-campus activities
- Occasional lifting of boxes, materials, etc. up to 25-30 pounds.
- Must be able to work Wed evenings and Sundays

Prepared By: Peter Lee

Title: Downtown Minister of Campus Development

Date Prepared or Revised: April 22, 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