

HOUSTON'S FIRST BAPTIST CHURCH

Position Assignment:

Job Title: NextGen Assistant

Department: NextGen

Hired By: Tony Bianco

Reports To: NextGen Minister

Campus: Loop

Status: Part Time

Employment Category: CAT V

Summary of Position: The NextGen Assistant will assist the NextGen Minister and Ministries in organizing, planning, and communicating to the members and families of Houston's First. Primary responsibilities will be to schedule, plan, and execute NextGen Ministry events, meetings, and programs with the NextGen Minister.

Purpose: Supporting the NextGen Minister with organization, administration, and connection.

Duties and Responsibilities:

- Work closely with the NextGen Minister
- Manage calendars, finances, scheduling, and reimbursements
- Assist in planning Global NextGen events, trainings, and retreats
- Partner with HFBC Scholarship Committee (annual)
- Process HFBC Staff Tuition Reimbursements (on-going)
- Assist individual NextGen Ministries occasionally (as needed)

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

☒ 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 or Higher

☒Administrative Experience

☒Personnel

☒Church Staff experience (optional) ☐Other: [Click here to enter text.](#)

Organizational Relationships: Reports to NextGen Minister

Working Conditions: Select all that apply

☒ Up to 25 hour per week

☒Additional hours as needed

☒Occasional off campus activities

☐Specialized training

☒ Occasional travel

Prepared By: Tony Bianco

Title: NextGen Assistant

Date Prepared or Revised: July 09, 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