

# HOUSTON'S FIRST BAPTIST CHURCH

## Position Assignment:

**Proposed Job Title:** Administrative Assistant

**Department:** Creative

**Recruited By:** Project Manager

**Reports To:** Project Manager

**Location:** The Loop Campus

**Status:** Part Time

**Proposed Employment Category:** V

**Summary of Position:** The Administrative Assistant will work directly with the Project Team to assist in opening and assigning new projects. In addition, this individual will oversee ministry chargebacks and daily operations for the Creative Team.

**Purpose:** The primary purpose of this position is to bring organization and day-to-day office and project assistance to the Creative Team.

## Duties and Responsibilities:

- Cultivate a warm and welcoming environment where staff and guests feel welcome.
- Direct staff to the designer or project staff they came to see.
- Act as a liaison between external vendors and the Creative department for miscellaneous interactions such as printer maintenance and deliveries via email, phone, and in person.
- Maintain office organization and tidiness.
- Order and manage office supplies such as break-room snacks and beverages, paper towels, printing paper, poster paper, etc.
- Coordinate Team Buildings and birthdays.
- Manage and oversee internal billing and complete monthly expense reports. Compile all invoices and receipts.
- Oversee and coordinate budgeting and purchases for new equipment when requested.
- Act as the main point of contact for internal billing and chargebacks.
- Participate in annual all-staff training, prayer meetings, etc.
- Assist Project Manager and Printing Manager with miscellaneous tasks that arise and require additional help.
- Collect and distribute mail and packages.
- Oversee edits of existing intake forms and any new forms as requested by the Projects Team.
- Prepare necessary documents and information for budget meetings every fiscal year.
- Assist Communications Department with miscellaneous tasks ranging from meeting logistics and planning, invoice payments, Sunday collateral distribution (Lift up to 30 pounds), screens, etc.

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
- 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 Project Manager

**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:** Sarah Aum

**Title:** Project Manager, Creative

**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