

## HOUSTON'S FIRST BAPTIST CHURCH

### Position Assignment:

**Proposed Job Title:** Administrative Assistant

**Department:** Women's Ministry

**Recruited By:** Director of Women's Ministry

**Reports To:** Director of Women's Ministry

**Location:** Loop Campus

**Status:** Part Time

**Proposed Employment Category:** V

**Summary of Position:** This position supports the Director of Women's Ministry by managing all administrative needs to help her successfully fulfill her role.

**Purpose:** Provide administrative support to the Women's Ministry Director in coordinating Bible studies, care groups, and events to ensure an effective and excellent ministry serving 16,000+ women at the Loop Campus and surrounding communities. This role helps facilitate opportunities for women to grow in their knowledge of God through Scripture, prayer, and worship, develop as devoted disciples of Jesus Christ, and positively influence others for Him.

### Duties and Responsibilities:

#### Administrative Support

- Support the Director of Women's Ministry in all administrative needs.
- Coordinate the Director's schedule and appointments.
- Respond to inquiries via phone, email/web, and in person for Women's Ministry.
- Work jointly with the Women's Ministry Assistant and Coordinator.
- Process financial requisitions (expense reports, invoices, checks for speakers/worship leaders).
- Collaborate with Membership to develop and maintain Bible study and special event registration links.
- Maintain all role and records for LBS, Bible studies, Care groups and Events
- Maintain email communication between Women's Ministry and Bible study leaders and attendees (Director provides content).
- Attend weekly team meetings and record minutes of the meetings to share with the Director keeping her apprised of ministry information and updates.
- Attend meetings by invitation of the Director when collaborating with other ministry departments.
- Order and maintain all supplies for Women's Ministry, Bible studies, and care groups.
- Keep current and organized files.
- Organize storage room, merchandise, collateral, and giveaways.
- Partner with Women's Ministry Associate to Recruit and train volunteers; manage delegation for events and outreach

## **Event & Study Logistics**

- Partner with the Women's Ministry Team in the calendaring, planning, execution, setup, and teardown, working in collaboration with DTK, Production, and Food services for:

### **8–9 major events per year or biennial including:**

- *Prayer and Worship nights*
- *Becoming* Mentorship Program (launch party & commencement)
- Discipleship Night (currently The Gathering)
- *Love Her Serve Her* (biannually)
- Christmas event (biennial)
- *Belong Women's Conference* (biennial)

### **Ongoing groups, including:**

- Momco
  - Grace and Glory Prayer group
  - Waiting in Hope (infertility & miscarriage)
  - Sisters in Support (mothers who have lost children)
  - Embrace Grace (abortion prevention & unplanned pregnancy)
  - Polished (integrating faith in the workplace)
  - Weekly Bible studies (6–7 per year)
  - Care groups (5–7 per year)
- Assist with Becoming Discipleship Small Group gatherings
  - Assist with mentorship curriculum printing and assembling binders
  - Provide on-site support during events and studies to ensure quality control
  - Attend and assist with events and gatherings of Women's ministries
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## **Grow Team Suite Receptionist**

- Serve as the primary receptionist for the Grow Team Suite
- Create a hospitable atmosphere for guests. Direct guests to the correct minister's office (8 ministries represented)
- Answer inquiries for walk-ins as able
- Assist other Grow Team administrative assistants with rotating suite duties
- Assist with Grow Team and churchwide initiatives as needed (e.g., Grow Leaders, Activate Discipleship Conference, Midlink, Christmas/Easter)

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

☒Other: Mac

☒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 Director of Women's Ministry

**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:** Lisa Calvert **Title:** Director of Women's Ministry

**Date Prepared or Revised:** October 6, 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