

HOUSTON'S FIRST BAPTIST CHURCH

Position Assignment:

Proposed Job Title: Preschool Administrative Assistant **Department:** Preschool Ministry

Recruited By: Renee Johnson

Reports To: Director of Preschool Ministry

Location: Cypress Campus

Status: Full Time Non Exempt

Proposed Employment Category: IV

Summary of Position: The Preschool Ministry Administrative Assistant is a full-time administrative role that supports the Director of Preschool Ministry by ensuring the ministry operates efficiently, smoothly, and with excellence. This position provides comprehensive administrative support for preschool programs and events, manages communication and data systems, and helps coordinate logistics, schedules, and resources.

The role is essential in creating a well-organized, welcoming ministry environment that supports the ministry's mission of building a strong foundation of faith in preschoolers and meaningful relationships with their families. The Administrative Assistant works closely with ministry leadership, families, volunteers, and internal teams to manage calendars, registrations, communications, budgets, and reporting, while upholding the ministry's values of being Godly, effective, and excellent in all work.

Purpose:

To provide all administrative duties needed for the Preschool Ministry to operate efficiently and with excellence.

Duties and Responsibilities:

- Execute all administrative needs for ministry programming and events. i.e. registration, communication, setups, forms, food orders, venue rentals, transportation.
- Manage calendar and website for the ministry
- Assist in managing director's calendar
- Effectively communicate with families and leaders about programming and events
- Input and maintain family data in Rock.
- Prepare and process reports needed from Rock.
- Work with ROCK team to setup, implement, and troubleshoot registrations and check-in
- Work with creative services, designers and vendors to order print materials
- Manage budget and handle financial forms for ministry

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
- Other: teachable, motivated, high level of personal responsibility

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 Preschool 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
- Other: Occasional Sundays

Prepared By: Renee Johnson

Title: Director of Preschool Ministry

Date Prepared or Revised: January 8, 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