

# 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.

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Employee Signature

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Date

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Print Name