

HOUSTON'S FIRST BAPTIST CHURCH

Position Assignment:

Job Title: Legacy 68:5 Administrative Assistant

Department: Missions

Hired By: Director of Legacy 68:5

Reports To: Director of Legacy 68:5

Campus: Loop

Status: Part Time

Employment Category: V

Summary of Position: The Legacy 68:5 Administrative Assistant provides logistical support to the Legacy 68:5 team at all campuses, interacting with foster, kinship, and adoptive families from first encounters to building long-term relationships. The Administrative Assistant plays a crucial role in keeping track of details that matter in order to fuel long-term ministry. Additionally, this role provides valuable administrative support to the Legacy 68:5 Director.

Purpose: The Legacy 68:5 Administrative Assistant plays a vital role in coordinating and empowering ministry across the city at every campus, as well as providing logistical support for Global OVC Partners.

Duties and Responsibilities:

- Provide Logistical support for Legacy 68:5 meetings, gatherings, events, trainings, and Midlink including room reservations and set-up, registrations, catering, attendance, reminders, volunteer communication, and event documentation.
- Receive and respond to ministry phone calls, emails, and general Legacy 68:5 requests digitally or in person in a timely manner; communicate with the Core Team and Legacy 68:5 families through various mediums; draft monthly Legacy 68:5 reports.
- Coordinate and record minutes for all Legacy 68:5 team meetings
- Execute logistics for orphan care mission trips, conferences, and other Legacy related trips including inquiries, flights, hotels, registrations, rental cars, etc.
- Execute check requests associated with Legacy 68:5; work with the Missions Finance Manager on the Legacy 68:5 operating budget and keep track of the budget.
- Submit requests to creative services and the communication team for website updates, printed material, digital graphics, logos, message notes, slide requests through the established HFBC processes.
- Order office and event supplies and resources as needed and as requested by Director or Campus Coordinators.
- Work with the Director to build and maintain the Legacy 68:5 calendar in coordination with the church calendar.
- Manage Director's calendar, coordinating meetings, both digitally and in person.
- Minister to Legacy 68:5 Families in crisis by organizing cards, gifts, flower orders, or care packages for Legacy 68:5 Core Team and families as requested by Legacy 68:5 Team.
- Attend Missions staff meetings and occasionally help Missions team with events.

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
- Computer skills: Windows Mac MS Office MS Outlook
- 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: Canva, Adobe Pro, etc

Education and/or Experience: Select all that apply

- College graduate preferred Administrative Experience Personnel Management
- Church Staff experience preferred

Organizational Relationships: Reports to Director of Legacy 68:5

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: Toni Steere

Title: Director of Legacy 68:5

Date Prepared or Revised: March 31, 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