

# HOUSTON'S FIRST BAPTIST CHURCH

## Position Assignment:

**Job Title:** Student Ministry Associate

**Department:** Students

**Hired By:** Student Minister

**Reports To:** Student Minister

**Campus:** Loop

**Status:** Full Time

**Employment Category:** Exempt

**Summary of Position:** Student Ministry Associate would work alongside the Student Ministry Staff to disciple, lead, and grow students and families closer to Jesus at Houston's First. They would coordinate weekly and on-going programming for Middle School and High School students. This person would work on day-to-day ministry objectives such as communicate with students, build relationships with leaders, and partner with student families. This role will also coordinate Girls Ministry specific programming, discipleship, and events with other Student Ministry staff members and their spouse's.

**Purpose:** Be an example of Jesus to students, families, and leaders. Assist in the growing discipleship and mission of The HUB Student Ministry and Houston's First Baptist Church

## Duties and Responsibilities:

- Work closely with Student Minister & Staff
- Assist in leading and planning weekly programming
- Build relationships with students, parents, and leaders
- Creating and executing programing specifically for 'Girls Ministry'
- Cultivate and grow community within our Leaders, both Sunday's & Wednesday's
- Creatively work alongside families/parents to help them disciple at home
- Organize parts of summer programming including mission trips and camps
- Travel for ministry purpose as deemed necessary
- Assist the Student Ministry Staff in 'ministry-wide events/programming'
- Have a personal desire to know Jesus more

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

☐ Other: [Click here to enter text.](#)

☒ 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: [Click here to enter text.](#)

**Education and/or Experience:** Select all that apply

☒ College graduate preferred

☐ Administrative Experience

☒ Personnel

☒ Church Staff experience preferred ☐ Other: [Click here to enter text.](#)

**Organizational Relationships:** Reports to Student Minister

**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: [Click here to enter text.](#)

**Prepared By:** Tony Bianco

**Title:** Student Ministry Associate

**Date Prepared or Revised:** January 20, 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