

+ Administrative Assistant



+ Job Description

This position is administrative in nature with oversight in the areas of office and facility use, overall communications, and processes to assist and support the ministries of the church. This individual plays a crucial role in supporting the church's mission by managing resources, coordinating schedules, and maintaining clear communication with staff, volunteers, and the congregation. Experience in office management and financial systems is desirable for this position.

+ Essential Job Functions

- Follower of Jesus Christ and pursuing the Lord
- Strong commitment to the church's mission, vision, & values
- Strong organizational, financial, and communication skills
- The ability to work well with other staff and volunteer team members in a mutually teachable, mutually submissive collaborative environment
- Ability to make quick decisions and be flexible
- Oversight and communication regarding the maintenance of equipment and security of the Lakeside Church facilities
- Strong computer and social media skills and the ability to learn new programs

+ Education and Experience

- Degree or experience in business administration, ministry, or related field
- Strong interpersonal and communication skills
- Knowledge of nonprofit or church operations
- Management experience
- Financial Systems experience

+ Compensation and Benefits

- Salary Range: \$17-23/hour based on experience
- Vacation and Holidays available
- Annual education opportunities for staff and ministry development are encouraged

+ Working Conditions

| Working Conditions | Details |
|--------------------------|--|
| Hours of work | 15-30 hours/week Sundays: 8am-12pm; Monday-Thursdays are flexible, but typically 9:00am-3:00pm (office hours) |
| Work environment | Lakeside church office space will be the main location with flexibility to work offsite occasionally. The Lakeside staff has an open workspace to collaborate and communicate effectively together. The staff commits to uphold one another in mutual trust, respect, and care. Each shall support without reservation, the position, authority, and ministry of the other and seeks to be God's servant in the spiritual and personal development of the other. |
| On-call responsibilities | Rarely and on occasion for events and also shared by staff |

+ Typical Week

- **Typical Week:** Administrative Assistant with Financial Role
- **Monday:** Staff Prayer every morning at 9 am, Reception duties, Communications Planning (Life@Lakeside, Web/App, Social Media), Staff Meeting Prep and follow-up, Weekly Building Schedule & locks, communications with Abundant Life Church, E-mail follow-ups, Payroll Communications
- **Tuesday:** Sunday service details to plan, announce, and communicate with staff and volunteers, staff document updates
- **Wednesday:** Finalize weekly communications, Weekly Financials: Pay bills, giving totals & graphic, Visa expense management, supply purchasing
- **Thursday:** Wrap up the week's tasks, Plan for next week, Sunday Preparations: Facility room prep as needed, Planning Center & Proclaim proof for Sunday, Sunday printing, Long range planning, Communications to the Ministry Board
- Sunday Morning presence as needed

Workplace Policies and Agreements

- Ability to work well with other staff and volunteer team members in a mutually teachable, mutually submissive collaborative environment
- Agreement to a confidentiality in the staff covenant
- Quarterly performance reviews will take place in the first year of employment with annual thereafter