

Date: 03.11.2024

Objective/Summary:

The Admin Director will be entrusted with the responsibility of supporting Ministry Teams by overseeing a variety of administrative and clerical tasks. The Admin Director is expected to encourage, celebrate, and support all Ministry Teams. As a member of the staff of Lakeside Christian Church, the Central Administrative Assistant is expected to embody Lakeside's mission and values at all times.

Essential Functions:

The Admin Director will report to the Planting Pastor. The AdminDirector is entrusted with the oversight and management of all external communication systems (website, mass communication, and social media). The Admin Director will have an excellent understanding of the church database system, Fellowship One GO, and how it can be utilized to improve and enhance ministry. The Admin Director will have daily oversight of the office and assist ministries (Small Groups, Missions, etc.) by overseeing the completion of ministry tasks, including organizing events and scheduling events in the calendar system.

Essential Skills:

- **Manage Details** – Pay attention to small and essential information and proactively manage it into systems and processes to achieve the big picture.
- **Organize Effectively** – Prioritizes work and stewards time, energy, and resources in a way to accomplish goals in a timely manner.
- **Be a Self-Starter** – Sufficiently motivated to start and continue work without regularly needing to be told what to do and when to do it.
- **Manage Ambiguity** – Can operate effectively when things are not clear. Comfortable with things “up in the air” and ready to act quickly when decisions are made.
- **Communicate Effectively** – Exchanges information, both verbally and non-verbally, among individuals, groups, or ministry teams to achieve a clear understanding of the message.
- **Multitask** – Effectively deals with more than one task at the same time. Keeps track of information, timelines, and execution of multiple tasks simultaneously in a timely manner.

Required Education, Experience, and Membership:

- Full membership within Lakeside Christian Church Hebron (including alignment with Lakeside's values and beliefs)
- Microsoft Office
- Experience working with volunteer teams

Beneficial Skills & Experience:

- Resource management software
- Church database systems such as Fellowship One or Planning Center Online
- Mass Marketing Systems such as Mail Chimp or Constant Contact

CAMPUS: Hebron

REPORTS TO: Planting Pastor

JOB STATUS (select all that apply):

Exempt (not eligible for overtime) ☒ Non-Exempt (eligible for overtime)

Full-Time (30 or more hours/week) ☒ Part-Time (Less than 30 hours/week) ☐ Hourly ☒ Salaried

PHYSICAL JOB REQUIREMENTS (select all that apply):

f = frequent, o = occasional, n = never

Lifting (25-50 lbs) ☐ F ☒ O ☐ N Lifting (11-24 lbs) ☐ F ☒ O ☐ N Walking ☐ F ☒ O ☐ N

Bending/Stooping ☒ F ☐ O ☐ N Climbing ☐ F ☒ O ☐ N Standing ☒ F ☐ O ☐ N Sitting ☐ F ☒ O ☐ N

SCHEDULE: ☒ Days ☐ Evenings ☒ Weekends ☒ Occasional Weekends/Evenings

INTERACTS WITH: ☒ Staff ☒ Members ☒ Visitors ☒ Volunteers ☒ Community

Employee

Date

Supervisor

Date

****Nothing in this job description restricts the church's right to assign or reassign duties and responsibilities to this job at any time.*