

Reports to: Creative Pastor

Revision Date: 06/15/2026

ROLE DESCRIPTION

The Communications Assistant partners with the Creative Pastor to implement a communication strategy that effectively shares the church's vision, ministries, and opportunities, inspiring people to take their next step in the mission of the church.

KEY RESPONSIBILITIES:

Communications Support

- Coordinate weekly communication requests and manage project timelines.
- Schedule and publish content across church communication channels.
- Build and send church-wide emails and text communications.
- Update website content and maintain accuracy across digital platforms.
- Assist with social media scheduling and content publishing.
- Proofread communication pieces for accuracy, grammar, and consistency.
- Organize and maintain digital assets, files, and communication templates.
- Help coordinate photography and video needs with the Creative Pastor.

Administrative Support

- Track communication projects from request through completion.
- Maintain communication workflows.
- Assist with event communication plans and promotion timelines.
- Order print materials and coordinate with outside vendors when needed.
- Help develop systems that improve communication efficiency and consistency.

WHO WE NEED YOU TO BE:

- Detail-oriented with a commitment to accuracy and excellence.
- Creative, process-oriented, and able to follow established brand and communication standards.
- Strong written and verbal communication skills.

- Highly organized and able to manage multiple projects, deadlines, and changing priorities.
- Comfortable working behind the scenes to help ministries communicate effectively.
- Collaborative team player who receives feedback well and adapts quickly to changing needs.
- Proactive, dependable, and able to take initiative while following direction.
- Willing to demonstrate our Five Staff Commitments (Take It Personally, Make It Better Together, Empower Others, Chase Health, Remain Openhanded).
- A member, or willing to become an active member of Lakeside Christian Church, who supports our Statement of Faith, Mission, Vision, and Strategies.
- High school diploma required; bachelor's degree preferred.

BENEFICIAL SKILLS & EXPERIENCE:

- Experience with Google Workspace (Docs, Drive, Sheets, Forms, Calendar, etc.)
- Experience using communication platforms, content management systems, or social media tools.
- Familiarity with graphic design or content creation software (e.g., Canva, Adobe Creative Suite) is a plus.
- Strong organizational, time management, and interpersonal skills.

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 (15 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.*