

Date: 02.22.2023

Objective/Summary:

To help carry out the vision of Lakeside Christian Church by assisting the Facilities Manager in achieving the goal of clean, safe, and welcoming environments at Lakeside Christian Church. This position plays a crucial role in the success of our gatherings, events, and community involvement. The Facilities Associate is expected to be attentive to the unique needs of our campuses and diligent in addressing those needs with excellence. As a member of the staff of Lakeside Christian Church, the Facilities Associate is expected to embody Lakeside's mission and values at all times.

Essential Functions:

The position of Facilities Associate is an entry-level position with the potential to grow to the management level. This position requires a strong work ethic and a willingness to be flexible. The Facilities Associate is expected to encourage, celebrate and strategically collaborate with ministry teams. This position will require interaction with members and guests at gatherings and other events hosted by Lakeside. Full participation in staff meetings, retreats, and events is expected for success. The Facilities Associate must be willing to learn and take on more responsibility.

Essential Skills:

- **Communicate Effectively** - Exchanges information, both verbally and non-verbally, among individuals, groups, or ministry teams to achieve clear understanding of the message.
- **See the Big Picture** - Looks at opportunities, situations, and problems from the perspective of the whole church. Understands and communicates how their ministry fits in the whole.
- **Ensure Accountability** - Holds others and self accountable to meet expectations. Is able to lean into difficult conversations with grace and a humble spirit.
- **Collaborate with Others** - Works cross-functionally with others to share ideas, problem-solve, and accomplish goals.

- **Build Relationships** - Builds relational networks both in and outside their ministry team. Naturally builds rapport and trust with people.
- **Think Strategically** - Generates and applies strategies to meet anticipated future needs, challenges, and opportunities. Effectively bridges vision to clear action.

Required Education, Experience, and Membership:

- Full membership within Lakeside Christian Church (including alignment with Lakeside's values and beliefs)

Beneficial Skills & Experience:

- Strong Work Ethic
- Problem Solver
- Strong Communication Skills
- Organized

CAMPUS: Lakeside Park Hebron X Central

REPORTS TO: Facilities Manager

JOB STATUS (select all that apply):

Exempt (not eligible for overtime) X Non-Exempt (eligible for overtime)
 X Full-Time (30 or more hours/week) Part-Time (Less than 30 hours/week X 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

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