



## Administrative Assistant

Position Title:	<b>Administrative Assistant</b>	Reports to:	Executive Director
Compensation Basis:	Salary	Direct Reports:	
Standard Hours:	40 hours per week	Ministry Target:	Administrative staff

**About The Lakeway Church:** Lakeway Church is a growing, vibrant congregation of 2,000+ (with approximately 1,000 attending weekly worship) in Lakeway, just west of Austin, TX. We seek to “proclaim the Word of God and lead those who receive it to become fully devoted followers of Jesus Christ by equipping them to walk daily with Him.”

Our church moved into a new sanctuary building in November 2020 to accommodate the growth of our congregation. We are a multi-generational, non-denominational church offering both contemporary and traditional worship services. To learn more about our church, please visit [www.lakewaychurch.org](http://www.lakewaychurch.org).

**Position Overview:** The Administrative Assistant manages all facets of the tasks appointed to him/her by the Executive Director. In addition, the Administrative Assistant manages volunteer-related duties, together with general office tasks and assists the Executive Director, Pastors, church secretary and receptionist as needed. As a member of the church administrative staff, the Administrative Assistant cooperates and works closely with others employed by the church to ensure that a Christian work ethic is maintained.

### Primary Responsibilities:

- Answer telephones and greets people in the front office when the receptionist is not present
- Provides clerical assistance to Business Executive and Pastors
- Registrar of Endeavor University, which includes maintaining the registration records, working with the Dean of Endeavor University, setting up meetings, making copies for teachers, etc.
- Assist Director of Music with clerical duties as assigned
- Staff liaison for Partners in Prayer, working with the volunteer coordinators, Associate Pastor, setting up and maintaining registrations, compiling and merging data, handling the yearly mail-out, etc.
- Coordinate and send monthly Birthday and Anniversary notes (mail and email)
- Coordinate the monthly mail-out for Welcome Wagon merging the names list creating mailing labels. Working with the volunteers to facilitate mailings
- Assist Members and Volunteers with day to day requests
- Other general duties may include: run office errands, assist with assembly and distribution of Church mailings, cross train with other staff, etc
- Maintain and update Governance and Policy Manuals
- Maintain office equipment files
- Proficient in Microsoft Office Suite
- Any other tasks assigned by the Senior or Associate Pastors or Executive Director

### Qualifications



- A faithful follower of Jesus Christ with a strong commitment to spiritual growth
- Affirm and live out the purpose and vision of The Lakeway Church
- A High School degree is required
- Ability to thrive in a team-oriented and collaborative work environment
- Willingness to serve others
- Efficient multi-tasker who strives to learn and grow, both professionally and spiritually
- Excellent organizational and time-management skills
- Humble, teachable, accountable and willing to grow
- Flexible, welcoming, friendly and service oriented

**Working Environment & Physical Requirements**

Busy indoor office activity, sitting, standing, phone handling, interruptions, walking through building taking calls remotely.

*When duties and responsibilities change and develop the job description will be reviewed and subject to changes of business necessity.*

I, \_\_\_\_\_ have read and understand that as the **Administrative Assistant I** am accountable to the Executive Director and the Lakeway Church for the responsibilities listed in this position description.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_