



LAKEWAY  
CHURCH

## COMMUNICATIONS ASSISTANT

<b>Category:</b>	Communications Department
<b>Denomination:</b>	Non-denominational
<b>Church Size:</b>	1,000-1,200 in worship
<b>Job Type:</b>	Full-Time, Salary (40 hours a week) Monday – Friday. Flexible, but centered around a 9 a.m. – 5 p.m.
<b>Reports to:</b>	Communications Director

### ABOUT THE LAKEWAY CHURCH

The Lakeway Church is a growing, vibrant congregation of 1800+ (approximately 1,000 attending weekly worship) west of Austin in Lakeway, Texas. Its mission is 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.

### POSITION SUMMARY

The Communications Assistant is a full-time position that assists the Communications Director in achieving The Lakeway Church's vision, mission, and purpose through brand management and executing external and internal communication strategies for the whole church and its individual ministries.

### ESSENTIAL FUNCTIONS and RESPONSIBILITIES

#### **PROJECT MANAGEMENT**

- Manage and process all communications request forms, as assigned.
- Prioritize workflow to ensure timely completion of projects for ministry areas.
- Collaborate with church leaders and volunteers to develop effective communication plans.
- Maintain a comprehensive knowledge of all church and community ministries, programs, events, and activities.

#### **GENERAL COMMUNICATIONS**

- Maintain inventory and re-orders for supplies, paper, and print media as needed.
- Organize media files for future access.
- Prepare purchase orders, check requests, and track budgets.
- Assist with orders, schedules, and submissions for outreach event banners/signs.  
Ensure consistency in the Lakeway Church brand across all messaging, visual elements, and guidelines.
- Work with the Communications Director to implement and adhere to approved strategies.
- Collaborate on copywriting, developing content, editing, and proofreading for various church communications, including but not limited to bulletin, website, postcards, slides, social media, brochures, and church-wide emails.
- Perform all other duties as assigned.



# LAKEWAY CHURCH

## **EMAIL/WEB/SOCIAL MEDIA**

- Daily proofing, editing, and updating the Lakeway Church website.
- Develop a social media content calendar that aligns with the church event calendar.
- Stay updated on social media trends and best practices, specifically church communications.
- Write effective caption copy optimized for keyword search, trending hashtags, and engagement.
- Monitor analytics and report trends in followers and engagement.
- Engage with followers and respond to comments and direct messages.
- Collaborate with the Communications Director on announcements and email communications.
- Consistently work with the Communications Director to create graphics and content.

## **WORSHIP SERVICE COMMUNICATIONS**

- Manage weekly rotating slides for TVs and ProPresenter.
- Post weekly online sermons, discussion guides, and scripture.
- Oversee printing, including but not limited to: Sunday print bulletins, memorial bulletins, special worship service/concert programs, baptism certificates, baby dedication certificates, brochures, cards, etc.
- Ensure the readiness of the Welcome Center, Hospitality, Atrium, Students, and Kids are prepared weekly for Sunday Worship and programming.
- Support the Worship Team alongside the Communications Director.

## **REQUIRED QUALIFICATIONS**

- Faithful follower of Jesus Christ with a strong commitment to spiritual growth.
- Affirm and live out the purpose and vision of The Lakeway Church.
- Creative thinker and skilled communicator.
- Proactive and takes initiative.
- Efficient multi-tasker with excellent organizational and time management skills.
- Resourceful and ability to work independently with minimal instruction.
- Thrive in a team-oriented and collaborative environment.
- Strong writing, editing, and proofreading skills.
- Experience with website content management. (Word Press)
- Proficient with technology including Mac OS, Microsoft Teams, Word, Excel, Outlook, and Publisher. Knowledge of Canva and Adobe Creative Cloud is helpful but not required.

## **EDUCATION/EXPERIENCE**

- Some college is required; a bachelor's degree is desired.
- Preferred background in Communications.

## **PHYSICAL REQUIREMENTS**

- Regularly required to sit; handle or feel, and talk or hear.
- Frequently required to reach with hands and arms.
- Frequently required to stand and walk.
- Regularly required to climb using a step ladder.
- Frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 40 lbs.