



Administrative Coordinator

Reports to: Executive Director of Operations

Location: 2203 Lakeway Blvd, Lakeway, TX 78734

Schedule: 9-5, M-F in office, no remote work

Type: Salaried, exempt, full-time

About Lakeway Church

Our purpose is to glorify God. Our Mission is to proclaim the Word of God and to lead those who receive it to become fully devoted disciples of Jesus Christ by equipping them to walk daily with Him.

About The Position

Lakeway Church is seeking a highly organized and detail-oriented Administrative Coordinator to provide essential administrative and operational support for the church. This individual will assist with communications, scheduling, event coordination, and volunteer engagement to help ensure the smooth and effective execution of church ministries and programs.

The Administrative Coordinator plays a key role in supporting the daily operations of the church and contributes to the success of a variety of ministries—including missions, discipleship, Bible studies, events, and care programs—by maintaining organization, excellence, and a spirit of service.

Key Responsibilities

Administrative & Operational Support:

- Manage phones, emails, calendars, and meeting coordination.
- Oversee room and facility scheduling, including event setup requests.
- Maintain administrative systems and documentation for programs and events.
- Submit check requests, purchase orders, and invoices as needed.

Event & Ministry Coordination:

- Support the planning, communication, and execution of church events, classes, and retreats.
- Coordinate with volunteers and ministry leaders to ensure event and program needs are met.
- Track details and logistics for ongoing ministries such as small groups, Bible studies, and special events.

Communication & Systems Management:

- Maintain registrations, attendance lists, and ministry records.

- Collaborate with internal departments (Marketing, Communications, Facilities, Kids, Students, AVL, etc.) for shared ministry needs and support administrative needs
- Utilize church software systems such as Microsoft Office, Outlook, Brivo, eSpace, and Lakeway Link, etc.
- Attend meetings and record notes as directed.
- Support additional responsibilities and tasks as assigned by your supervisor.

Expectations

- Committed and passionate follower of Jesus is required
- Agree with the Lakeway Church's purpose and mission and statement of faith
- Previous Administrative or Clerical experience is required
- Experience working in church is a plus
- Tech-savvy: well versed in calendar management, email filing, as well as Microsoft Office (Word, Excel, Powerpoint, Outlook) is required
- Strong communication skills both written and verbal
- Ability to work professionally with children, volunteers, parents, and staff
- Organized, detailed, and task-oriented
- Must be a team-player
- Willingness to submit to a background check and reference check upon receiving an offer

Physical Requirements

- Able to sit or stand for extended periods of time
- Able to lift up to 25 pounds and transport materials as needed
- Able to lift, bend, stoop, kneel, push, pull
- Ability to use a computer and other office equipment for administrative tasks
- Ability to communicate effectively in a pleasant and professional manner in person, over the phone, and via email

I, _____ have read and understand that as _____, I am accountable to my supervisor, the Lead Pastor and to the Elder Council for the items outlined in this job description.

Signature

Date