



## **Missions Associate (Part-Time)**

**Reports To:** Executive Pastor

**Work Location:** Onsite at Lakeway Church, 2203 Lakeway Blvd, Lakeway TX, 78734

**Employment Type:** Part-time, hourly, Non-exempt

### **About Us**

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 followers of Jesus Christ by equipping them to walk daily with Him.

### **Overview**

The Missions Associate at Lakeway Church is responsible for all aspects of creating a successful missions program including executing God's mission in the world through sacrificial outreach and respectful evangelism. This person should have a heart for helping people take steps to serve others. They work collaboratively with Lakeway Church's executive leadership, staff, the Outreach Team, the congregation, and our outreach partners to engage and equip the hearts and minds of the congregation for acts of service and evangelism.

### **Key Responsibilities**

- Oversee the concept to creation and execution of local, area, and global serving opportunities, short-term mission trips, and long-term mission partnerships, training, events and follow-up
- Recruit, train, coordinate, and care for a robust team of volunteers for our outreach team
- Lead the Outreach team to ensure the church maintains and continuously improves its missions focus
- Assist with selecting mission partner candidates as well as evaluating current mission partners
- Manage missionary communications and visits and create awareness of our partners in the church
- Encourage participation in the leadership of our ministries to ensure that all our ministries are fully staffed with Volunteers
- Facilitate and Maintain Volunteer Accelerator
  - Oversee the Gardening Ministry
  - Equipping the church to engage in Respectful Evangelism
- Support additional responsibilities and tasks as assigned by your supervisor

### **Expectations**

- Model a Christ-centered life, demonstrating spiritual maturity and commitment to biblical values
- Adhere to policies, as well as the mission & vision set forth for the staff at Lakeway Church
- Exhibit strong leadership, organizational skills, and communication skills
- Foster a culture of excellence, collaboration, and worshipful engagement in all aspects of the ministry

- Maintain a heart for outreach, engaging the congregation and community in worship opportunities
- Act as a brand ambassador for Lakeway Church both at work and in the community
- Demonstrate professionalism and punctuality
- Support additional responsibilities and tasks as assigned by your supervisor

## **Qualifications**

- Passionate follower of Jesus, committed to a life of discipleship and continued growth in Christ
- Passionate follower of Jesus, committed to the mission & vision of The Lakeway Church
- Previous experience working or volunteering at a larger church that has a great guest experience preferred
- Strong project management skills
- Team builder with excellent communication and organizational abilities

## **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