



## **Position Description:**

### **Administrative Assistant, Lake Forest Church – Davidson**

- Do you finish your to-do lists, enjoy juggling multiple projects, and hate the thought that a new person at Lake Forest Davidson might fall through the cracks?
- Do you take God seriously and yourself not-so-seriously?
- Can you confidently and successfully work with a church that includes people who are skeptical about faith, longtime believers...and everywhere in between?

An emphatic “Yes” to all three? If so, we would like for you to keep reading and consider joining our team. Lake Forest Church is seeking an Administrative Assistant for its Davidson worship community. This person will love a growing group of imperfect people and help them discover and live out their role in God’s story.

#### **Before we get to the real job description, here’s a little more about us:**

Lake Forest Church is a vibrant family of churches, in total 1,800 - 2,000 people spread across three locations in the North Charlotte/Lake Norman, NC-area, specifically Huntersville, Davidson and Denver.

Started in 1998, LFC is a member of the Evangelical Presbyterian Church (EPC). The laser beam vision of LFC is reaching people who have ‘given up on church but not on God’ through a clear and engaging focus on Jesus, spiritual growth in small groups, and intentional deployment outward in mission.

Lake Forest Church – Davidson (LFC-D) began on August 21, 2011 thanks to the visionary leadership of Lake Forest Church and the sacrificial commitment of a 50-person Launch Team. While benefiting from the connections and resources of the family of Lake Forest Church, LFC-D is also cultivating its vibe as an authentic, simple church where Jesus Christ can change all kinds of Davidson-area people.

LFC-D worships on Sunday at Davidson Elementary School with an average attendance of 500-600 people, about 1/6 of those people being students from nearby Davidson College. Our

people are all over the map spiritually - from those with totally secular upbringings to mature believers with 50+ years following Jesus. We have also just finished our third consecutive year of 15% attendance growth; this trend has resulted in equal parts excitement and growing pains.

Lake Forest lives by the mission and passions that God has given us (<http://lakeforest.org/our-story/mission-and-passions/>). We expect every staff member to be a 100% DNA match, meaning that she/he resonates deeply with our mission and passions.

### **About the Role:**

Our Administrative Assistant will serve alongside the primary Shepherding Ministries of the church (Discovery Courses, Community Groups, Children's, Youth, Missions/College, Ministry to Men, Ministry to Women), doing behind-the-scenes work that helps people connect to others and grow spiritually at Lake Forest Davidson. Serving multiple constituents and knowing that specific needs will change regularly, he/she will need to be someone who has a positive disposition and a high level of adaptability. We are looking for a healthy mix of executing strengths (i.e. "I love to get things done quickly") and relational intelligence (i.e. "I love interacting with people and helping them get connected"). This combination will provide both the skills and desire that no person at Lake Forest Davidson would fall through the cracks.

This role is a great fit for someone who is highly organized and detail-oriented, proactive (i.e. can work independently and set priorities amidst multiple demands), loves teamwork, communicates well, and sees projects through to completion. On the more mundane side, this person should be proficient in – or willing to learn – Realm (the church's database) and Planning Center Online (our scheduling program), in addition to Word and Excel.

The actual bullet points for this role are:

- (1) Offer administrative support to the Community Pastor:** For example, entering newcomer cards and prayer requests from Sunday; making sure appropriate staff members follow up with these; helping with the planning of and follow-up to Discovery Courses, including Welcome 101; assisting people wanting to get involved; maintaining appropriate Realm information on Discovery Courses and Community Groups; entering info into Realm and running needed reports and helping move people through the "Pathways" function
- (2) Offer administrative support to the Community Pastor's direct reports (Children's Ministry, Youth Ministry and Missions/College Coordinators):** For example, helping with special event planning, facilitating new family follow up, entering needed information into Realm, assisting with scheduling on Planning Center

**(3) Work well with the Lake Forest Davidson staff team:** This includes attending our monthly staff meetings (4<sup>th</sup> Mondays at 9:30am) and Lake Forest All-staff meetings as able (2<sup>nd</sup> Mondays at 11am); as a person near the front lines of helping people get connected at LFC-D, this person will need to have good communication and rapport with all LFC-D staff members

### **Reporting Relationships:**

This person will report directly to the LFC-D Community Pastor (Dr Bud Brainerd). He/She will work closely with, and give appropriate support to, a number of LFC-D staff members to whom he/she has no direct reporting line. These include the Children's Ministry Coordinator, Youth Ministry Coordinator, and Missions/College Coordinator. Additionally, he/she will have to interact with other staff members (e.g. Operations Coordinator) to make sure that efforts are not being duplicated and that church resources (e.g. Realm) are being used correctly. In other words, a collegial spirit is a must!

### **Hours/Compensation:**

This staff position is a part-time position, averaging 20 hours/week. The salary is in keeping with regional salaries for similar roles in churches of our size.

### **Requirements:**

- Growing faith in Jesus Christ
- Record of working well on a team
- History of being a self-starter who sees projects to completion
- *Added Benefit: Previous exposure to LFC, and LFC-D specifically*