



LAKE FOREST CHURCH

Westlake

Position Description:

Executive Assistant to the Lead Pastor, Part-Time

- Do you excel in finishing to-do lists, succeed in juggling multiple projects, and enjoy helping others succeed?
- 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?
- Are you known as a person that can be trusted with confidential matters?

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

About the Role:

The Assistant will be responsible for the support of the Lead Pastor regarding schedules, communication, travel arrangements and other administrative tasks as needed. He/She will enable the pastor to operate more efficiently and more effectively, while being a main line of communication to those needing his attention.

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 to get them connected”).

This role is a great fit for someone who is 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.

Specific Duties

1. **Offer administrative support to the Lead Pastor:** For example: works with the pastor to successfully create and maintain his calendar. Communicate on the Pastor's behalf by way of emails, letters, follow-up correspondence, thank you notes and other avenues. Assist with planning trips, making travel arrangements, booking of lodging and any items related to travel.
2. **Serve as the liaison for the Lead Pastor to the church body :** This person will often be a point of first contact for people wishing to connect with the lead pastor. They must be able to represent the Pastor well in their tone and their care for others.
3. **Work well with the LFC staff team:** This includes attending weekly staff meetings and other meetings as needed. As a person representing the lead pastor, this person will need to have good communication and rapport with all LFC staff members.
4. **Manage projects and other initiatives on behalf of the Lead Pastor.**

Reporting Relationships:

This person will report directly to the Lead Pastor.

Requirements:

- Growing faith in Jesus Christ
- Proven record of working well on a team
- History of being a self-starter who sees projects to completion
- Organized and detail oriented
- Excellent people skills and proven ability to handle highly confidential matters
- *Added Benefit: Previous exposure to LFC, proficient in Word, Excel, Realm*

Education/Training:

- Degree: High School Diploma or equivalent. College education desired but not required.
- Prior office administrative or ministry support role strongly desired.

Hours/Compensation:

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

To apply, email resume to jointheteam@lakeforest.org