

Reports to: Lead Administrator

Revision Date: 2/01/2026

Who We Are:

Lakeside Christian Church is a nearly 60-year-old community of believers with rich ties to the Northern Kentucky region. We are a multi-generational congregation that places a high emphasis on belonging in community and growing in our faith to have a tangible impact on the world around us.

What We Need You To Do:

This role will be 75% administrative and 25% hands on ministry assistant. Below, you'll see specifics of how this position will assist our team with the coordination of different adult ministry events and activities.

Assist with Local Outreach Ministry

- Assist with the coordination of local mission partner opportunities
- Assist with outreach events, projects, and volunteer involvement

Assist with Groups/Connections Ministry

- Manage and organize Lakeside Groups in the database
- Manage open groups on the website
- Assist with group launches, sign-ups, and leader communication
- Help coordinate next steps for people in our Pathway

Assist with Care Ministry

- Assist with intake, coordination, and follow-up for care needs alongside the Care Ministry Lead
- Maintain confidentiality and handle sensitive information with discretion
- Support systems that ensure no one "falls through the cracks."

Who We Need You To Be:

- Process-oriented
- Ministry-oriented
- Strong interpersonal skills / emotional intelligence
- Ability to manage multiple tasks simultaneously and prioritize projects/tasks
- Can work behind the desk as well as get out and work with people
- Humble and able to adapt when priorities shift, or feedback is needed

- Willing to demonstrate our Five Staff Commitments (Take It Personally, Make It Better Together, Empower Others, Chase Health, Remain Openhanded)
- A member, or willing to become an active member of Lakeside Christian Church, who supports our Statement of Faith, Mission, Vision, and Strategies
- High School diploma required; Bachelor's degree preferred

Beneficial Skills & Experience:

- Experience with G-Suite (docs, google drive, sheets, etc.)
- Experience in administrative support
- Experience with database management
- Able to work collaboratively with staff and volunteers
- Organizational and communication skills

JOB STATUS (select all that apply):

- Exempt (not eligible for overtime) Non-Exempt (eligible for overtime)
 Full-Time (30 or more hours/week) Part-Time (Less than 30 hours/week) Hourly
 Salaried

PHYSICAL JOB REQUIREMENTS (select all that apply):

f = frequent, o = occasional, n = never

- Lifting (25-50 lbs) F O N Lifting (11-24 lbs) F O N Walking F O N
 Bending/Stooping F O N Climbing F O N Standing F O N Sitting F O N

SCHEDULE: Days Evenings Weekends Occasional Weekends/Evenings

INTERACTS WITH: Staff Members Visitors Volunteers Community

****Nothing in this job description restricts the church's right to assign or reassign duties and responsibilities to this job at any time.*