

NORTHEASTERN IOWA SYNOD, ELCA

The employees of this synod, in all their services - both within the synod and in the fulfillment of the Church's mission in the world - shall carry out the duties to which they are assigned in faithfulness to Christ and the mission of the Evangelical Lutheran Church in America.

TITLE: Executive Assistant for Synod Administration

REPORTS TO: Bishop

POSITION SUMMARY

The Executive Assistant for Synod Administration oversees the successful administration of the Synod Office, the Synod budget, Assembly Planning Team, and governance documents for the sake of accountability and in partnership with ELCA congregations in Northeastern Iowa.

PRINCIPAL ACCOUNTABILITIES:

- A. Represent the Bishop
- B. Office Management
 - Personnel Policy Oversight and Implementation
 - Federal and State Reporting, i.e., IRS, Social Security, Department of Justice
 - Portico and benefits tracking & reporting
 - Oversee transition to electronic file system
 - Coordinate Support Staff
 - Assess Needs and Purchase Equipment and Supplies
- C. Financial Oversight
 - Work with Synod Treasurer
 - Supervise Bookkeeper
 - Oversight of Accounting practices and Synod Budget
- D. Synod Communications
 - Coordinate Synod Communications Strategy
 - Supervise Communication Associates
 - Synod e-news / Northeastern Iowa STAR / Web Site
- E. Synod Assembly Manager
 - Assembly Planning Committee
- F. Constitutions
 - Monitor changes in churchwide model for synods, synodical changes
 - Develop/recommend amendments
 - Congregations: review/report inconsistencies
- G. Development of Agendas and Background Material
 - Staff meetings
 - Executive Committee meetings
 - Synod Council meetings
- H. Building and Grounds

Routine maintenance
Problem resolution

I. Congregational Resource for Administrators & Treasurers
Plan & lead informational meetings regularly

J. Other duties, networks & committees as assigned by the Bishop.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree, two years of related experience and excellent organizational, communication, and interpersonal skills. Flexibility, creativity, problem-solving skills, and a positive attitude are essential. Administrative and supervisory experience required. Familiarity with financial and governance documents preferred. Completion of background check.

TO APPLY:

Send a cover letter to Bishop Kevin Jones (jonesk@neiasynod.org) briefly expressing your interest and your sense of call to this position. Please include a resume and a list of references. Ordained candidates must have an updated Rostered Minister Profile (RMP) on file. The position will be posted until it is filled.