

**Job Title:** Executive Assistant to the Bishop & Roster Management  
**Reports to:** Director of Finance and Administration  
**Status:** Full Time – Salaried Position



### **Summary**

The Executive Assistant to the Bishop & Roster Management is responsible for supporting the administrative duties of the Office of the Bishop and directly relates to roster management, Parish Ministry Associate administration, and candidacy administration. The position includes database management, meeting planning and organization, hospitality, records management, and staff support. The ideal candidate is proactive and very organized with these qualities:

- attention to detail while managing multiple projects with minimal supervision
- strong writing skills
- flexible and grace-filled in interpersonal relationships
- wired for technology, data management, and problem-solving

### **Position Responsibilities**

#### **Administrative Support for the Bishop**

- Assist in scheduling appointments on the bishop's calendar and in facilitating communication as needed
- Directly assist with planning and execution of Synod Council meetings

#### **Roster Management**

- Ensure that the database of rostered leaders is current and correct, attending to all complex intricacies and policies as detailed in the Manual of Policies and Procedures for Management of the Rosters of the Evangelical Lutheran Church in America
- Maintain rostered leaders' personnel files
- Maintain congregational files
- Report changes to the ELCA

#### **Call Process/Mobility**

- In collaboration with the Mobility Team staff, administer aspects of data management related to the call process
- Send, file, and track call process documentation
- Report monthly roster changes to ELCA Office of the Secretary

#### **Candidacy Administrator**

- In collaboration with the Candidacy staff person and Committee Chair, administer aspects of data management related to the candidacy process
- File and track candidacy process documentation
- Administrative and hospitality support of candidacy meetings as needed

#### **Parish Ministry Associate (PMA) Administrator**

- In collaboration with the Bishop, PMA staff person, and PMA Committee, administer aspects of data management related to the PMA certification and maintenance process
- File and track all PMA process documentation
- Administrative and hospitality support of PMA retreats and meetings as needed

#### **General Administrative Duties**

- Work with the administrative team on any projects as needed
- Answer phones and provide general hospitality to guests and visitors
- Collaborate with administrative team with the maintenance and upkeep of synod-wide database (ACS)

### **General Staff Responsibilities**

- Connect with congregations, individuals, groups, and ministry sites of the Nebraska Synod through presentations and visits.
- Work closely and cooperatively with synod staff and lay leaders building trusted relationships

- Provide content for communication resources including e-news, mailings, website, and social media.
- Relate to boards, committees and networks of the Nebraska Synod providing support and resources as needed. Provide reports, data, and leadership in strategic vision.
- Participate in staff meetings, Synod Assembly, Fall Leadership Gathering, and other synod wide events.
- Fulfill other duties as assigned.

### **Expectations and Requirements**

- Faith in Jesus Christ.
- Familiarity with the Evangelical Lutheran Church in America (ELCA), the ministries of the Nebraska Synod, and Lutheran theology and practice.
- Thorough knowledge of the Nebraska Synod's structure, policies, and procedures (Resources will be provided).
- Preference will be given to applicants who are actively participating or have actively participated in the life of the Nebraska Synod.
- Typical Workload: 40 hrs/week. Some evenings, weekends, and travel are required.

### **Skills Necessary**

- Effective communication skills including spoken, print, and electronic formats as well as the ability to use a variety of social media platforms.
- Strong interpersonal skills, active listening, trustworthy, ability to maintain the confidentiality of sensitive information.
- Effective organizational skills, self-starter, accountable, personal initiative, and ability to function responsibly with minimal supervision.
- Ability to work collaboratively with others, including synod office staff, lay and rostered leaders, youth and individuals of many skills, backgrounds, and life stories/situations.
- Strong working knowledge of Apple technology, Microsoft Office, Adobe, and other appropriate software.

### **Education/Training and Work Experience**

- High School diploma or equivalent required, college degree preferred, with a minimum of three years of related experience

### **Benefits**

- Health and dental insurance through Portico Benefit Services.
- Retirement contributions through Portico Benefit Services
- 10 paid holidays and 2 personal days/year
- Paid vacation and sick leave

*Position is open as of November 1, 2023, and will remain open until filled.*

*Interested applicants: please email a resume and two references to [office@nebraskasynod.org](mailto:office@nebraskasynod.org)*