

Open Position: SYNOD ADMINISTRATOR

Part-Time (7.5 hours M-Th) + Benefits

Priority given to Applications received by June 15, 2022

Position Description:

The Synod Office Administrator for the Northwest Washington Synod of the Evangelical Lutheran Church in America (ELCA) is an integral part of the synod staff team whose primary responsibilities include documenting expenses and receivables, maintaining paper and on-line filing systems, managing a variety of databases, answering phone calls and email, and additional front office tasks. **Duties include:**

Financial

- Document and code synod expenses and receipts for the Financial Services Office
- Deposit checks
- Prepare tax receipts as needed
- Manage PayPal and Tithe.ly accounts
- Manage synod credit cards and staff reimbursement

General Office

- Greeting and welcoming office visitors, providing hospitality, answering Synod phone
- Provide administrative support for synod staff, synod council, and various synod committees
- File management in the synod office and oversee digitizing existing files
- Prepare materials for archive and coordinate delivery to the PLU library
- Oversee contracts for office equipment and services
- Office organization: Purchase office and hospitality supplies, software subscriptions
- Collect and distribute mail
- Portico (benefits provider) coordinator
- Submit payroll changes as needed with Portico
- Submit annual corporation reports to Secretary of State
- Upload Executive Council, Synod Council, Synod Assembly minutes and the constitution when revised to the Churchwide portal
- Attend weekly staff meetings and scheduled staff retreats
- Share with others in maintaining office cleanliness and upkeep

Clergy and Congregational Support and Database Management

- Maintain current roster for the NW Washington Synod
- Maintain Servant Keeper database; provide reports as requested
- Update the monthly Roster Action Report
- Communicate roster changes to the synod staff and NWWA Synod Secretary
- Produce and distribute Annual Rostered Minister ID Cards and anniversary certificates
- Report changes of rostered ministers or status of congregations with the ELCA Office of the Secretary
- Manage Rostered Minister transfers in and out of the synod
- Design, distribute and collect Annual Rostered Minister reports and Mission Support pledges
- Communicate and coordinate with Region 1 Synods for First Call Rostered Ministers for First Call Theological Education
- Prepare congregation transition and Rostered Minister paperwork
- Coordinate synod representatives to attend congregational meetings as needed, including call meetings, installations, and ordinations
- Be available to congregations as needed for various questions and assistance
- Maintain files for each congregation, including their constitutions
- Maintain Synod pulpit supply list

DEM Support

- Assist with annual paperwork that the ELCA requires
- Assist with the management of ministry business licensing creation and renewals
- Assist with new ministry paperwork for the ELCA

Candidacy

- Maintain files for candidates for ministry
- Provide support for meetings
- Run background checks

Other

- Provide coverage as needed for vacations, sick leave or special events
- Attend and provide requested support for Synod Assembly and Bishop's Convocations
- Other duties as assigned

DESIRED QUALIFICATIONS

- BA or 2-Year Vocational Training in Office Management
- 5+ years of job-related experience in office management
- Other combinations of education and experience may be considered on a case-by-case basis
- Creative, collaborative and adaptive team member
- A positive attitude, sense of humor, ability to work well with others
- Knowledge – or the willingness to learn – about the Northwest Washington Synod and the Evangelical Lutheran Church in America
- Pass an employment background check

SKILLS AND ABILITIES

- Excellent verbal and written communication skills
- Excellent organizational skills with strong attention to detail
- The ability to prioritize and multi-task
- General accounting skills
- Strong proficiency with Microsoft Office Suite
- Proficiency with database maintenance and management
- Ability to take directions, ask questions, work independently, and follow through with minimal supervision in a small office setting
- Ability to maintain confidentiality

COMPENSATION AND BENEFITS

Compensation: \$28 per hour DOE, 30-hour work week

Time off: The Northwest Washington Synod values the health of its employees and supports them in balancing their work and personal lives. Time off includes a mix of holidays, personal days and a minimum of 2 weeks paid vacation per year

Benefits: Health plan, retirement benefits, Personal Time Off (PTO), sick leave and family leave, continuing education support

Probationary Period: Six (6) months

See [*NWWA Synod Personnel Handbook*](#) for more details.

TO APPLY:

Cover Letter: Please submit a cover letter describing your interest in this position and explaining how your experience supports each of the items listed in the Skills and Abilities section above.

Resume: Please submit a professional resume that includes the following information:

- Education
- All relevant work history, listing employment in chronological order in a month/year format with the most recent job first
- Supervisor's name and phone number for each job
- Detailed description of the duties of each job, including hours per week, and the reason why you separated
- Names and phone numbers for three professional references

Send to:

office@lutheransnw.org – subject line “Attention Hiring Team for Synod Administrator”

OR

Northwest Washington Synod – Hiring Team

5519 Phinney Ave. N.

Seattle, WA 98103

Note: by applying for this position, you are acknowledging that you may be subject to a background check