



Northern Great Lakes Synod  
**Position: Office Administrator**

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Send resume and cover letter to [npls@nglsynod.org](mailto:npls@nglsynod.org)

or 1029 North Third St., Suite A

Marquette, MI 49855,

Attn: Bishop Katherine Finegan



**Overview**

The Northern Great Lakes Synod of the Evangelical Lutheran Church in America (ELCA) is the regional body representing the 77 congregations, 125 pastoral leaders: retired and serving, and 20,000 Lutherans of the entire Upper Peninsula of Michigan and the six adjacent counties in Northeastern Wisconsin.

To support the mission of the Synod, the Office Administrator is responsible to:

- 1) present the welcoming face of the Synod by serving as the primary administrative assistant for the two Synod executive staff members.
- 2) produce Synod internal and external communication (print, email, website, social media).
- 3) serve as event planning coordinator for off-site assembly and other Synod meetings.
- 4) maintain essential Synod records and produce reports; and
- 5) manage office services and equipment.

This is a full time (37½ hours per week) in-office position in Marquette, MI. Compensation will be commensurate with skills and experience and include health and pension benefits.

**Duties and Responsibilities**

1. Primary Administrative Support for Synod Executive Staff

- Serve as first-line contact (answering incoming phone calls, greeting visitors)
- Maintain a master calendar including individual appointments and synod meetings.
- Coordinate Synod office work schedules, vacations, and other absences to provide office coverage.
- Open, process, and distribute all incoming mail and e-mail; draft responses to correspondence; and provide appropriate copies for staff and files.
- Make travel arrangements for Executive Staff as needed.

2. Produce Synod Communication

- Coordinate and prepare synod mailings and email correspondence.
- Hold primary responsibility to write, layout and distribute the synod newsletter (6X annually print and 2X monthly electronic versions)
- Serve as primary contact for the synod website with the skill to update details.
- Maintain and update Synod Directory.
- Generate Letter of Call paperwork.
- Create Social Media posts. Help to maintain our Social Media presence.

3. Event Planning

- Assist in making venue, meal and housing arrangements for Synod Council, Executive Committee and other special synod meetings or events that might be called by the Bishop or council, both in and out of the synod office.

- Serve as the primary support staff person for the Synod Assembly Planning Committee; includes responsibilities in planning, official document preparation and distribution, registration, mailings, accommodations, social media promotions, worship bulletins, and other activities.

#### 4. Maintain Essential Records

- Maintain a physical and digital filing system for essential record preservation and access.
  - Synod Council/Assembly:
    - Coordinate all correspondence related to Synod Council, including agendas, minutes, and exhibits; maintain Synod Council corporate books (quarterly) and Synod Assembly Corporate books (annually) ensuring that all exhibits are also included in the books.
    - Assist the officers of the synod with communications and contacts in the fulfillment of their duties as authorized by the Bishop.
  - Synod Constitution Committee:
    - Receive and distribute communication from congregations to the committee, and permanent filing of congregational constitutions.
    - Update the Synod Constitution in ELCA records at the direction of the Constitution Committee.
  - Rostered Leader and Congregation Records
    - Keep clergy roster changes to the ELCA and Portico Benefit Services up to date, including all reports to the ELCA of Calls, Ordinations, and Certificates of Transfer.
    - Coordinate, log, and forward appropriately incoming ELCA Congregational Reports and Pastor's Reports. Follow up with congregations who are overdue.
  - Other duties to support separation of duties for Synod Bookkeeper: Make weekly bank deposits. Maintain petty cash fund.

#### 5. Manage Office Services and Equipment

- Oversee/manage the supplies and equipment, assist in arranging for meeting hospitality, and act as the point person for synod facility and equipment needs.

#### Desired Qualifications

- Demonstrated experience organizing and performing a variety of administrative tasks and processes.
- Willingness to learn and respect the synod and ELCA organizations, activities, and functions to be an effective liaison with the synod constituency.
- Demonstrated competence in written communication skills (correspondence, newsletters, promotional materials).
- Competence using digital communication tools including Microsoft 365 Office Suite, MailChimp, Canva, social media, Zoom; also preference for familiarity with website maintenance to work with the webmaster.
- Willingness to contribute to teamwork, joint decision-making, and shared responsibility.
- Personally contribute to a harmonious and respectful work environment, exhibit honesty, sound judgment, care and cooperation, and act with respect and tact.
- Consider all conversations and business of the Synod Office to be confidential.