

Administrative Assistant



Southwestern Minnesota Synod
Evangelical Lutheran Church in America
God's work. Our hands.

Redwood Falls, MN 56288, 507-637-3904

www.swmnelca.org

Mission Statement

The congregations and all the baptized who are the Southwestern Minnesota Synod of the Evangelical Lutheran Church in America are claimed by this mission: God places us in cities, farms and towns together under one prairie sky. The Risen Christ surprises us with opportunities to plant God's Word in the world. Walking together in confidence, we cultivate life-giving congregations, nurture partner ministries, and cooperate in the life of the ELCA. By God's grace, together we have what we need.

Office Ministry Vision

We serve and steward the life of the synod to deepen the ministry and mission of the baptized, congregations, institutions and rostered leaders as we follow Jesus Christ in a way that is...authentic, available and affirming.

Team Orientation

The Synod Support Staff fosters a hospitable office environment, supporting assigned staff, teams, task forces, boards and organizations; demonstrates interest, skill and success in team environments; places group goals ahead of personal agendas; steps up to offer self as a resource to other members of the team; understands and supports the importance of teamwork; shares credit for success with others.

As a result of this ministry...

- † People sense a warm, friendly, inviting atmosphere when visiting or calling
- † People's gifts and talents are recognized and utilized in meaningful ways
- † Efficient and effective systems are implemented which allow for us to serve and steward the synod's mission and ministry

Tasks and Innovations

- † Support Engaging Leaders Synod Minister
 - Provides support to Engaging Leaders Synod Minister in all areas
 - Bulk mailings
 - Candidacy
 - Keep all files – digital and paper
 - Organize meetings/interviews
 - Assist Candidacy Committee
- † Receptionist
 - Welcome guests
 - Serve as phone receptionist
 - Office filing
 - Data entry
- † Events
 - Synod Assembly - assists with tasks as assigned
 - Ethics & Boundaries Workshop – assist in planning
 - New to Synod event – assist in planning
 - All other events – tasks as assigned

This position description may be amended as needed.

Qualifications:

- † Ability to manage time effectively and complete tasks in an organized fashion
- † Experienced in use of Microsoft Word, Excel, QuickBooks
- † Preference for Associate's Degree in Business, Accounting or related field.
- † Ability to maintain a positive, courteous working relationship with staff and general public
- † Ability to articulately communicate ideas and information both verbally and in writing.
- † Ability to maintain confidentiality in all matters.

Relationships

This position is supervised by the bishop and Synod Minister Linda Pedersen. Performance reviews will be conducted annually by the Personnel Committee or as needed by direct supervisor or bishop.

Qualities and Requirements

This ministry team will share the love of Christ, engaging, equipping and serving the rostered leaders and lay leaders of the synod to deepen the mission and ministry of Christ Jesus in the congregations and institutions of our synod. We will...

- † share a commitment to Jesus Christ as the Lord of the Church.
- † maintain in all matters office confidentiality and deal with issues and concerns directly with those involved.
- † work to deepen understanding of the mission and structure of the ELCA and its local, synodical, regional, and churchwide expressions.
- † be open to new ways of seeing and doing things and open to training in organizational, technical and communication systems.
- † arrive on time for work and meetings, being well prepared to address the issues at hand.
- † speak well of each other, to build up the body of Christ exhibiting a professional work ethic and positive attitude.
- † commit to ongoing personal and professional growth.
- † support a cooperative style of working honoring each other's working style.
- † maintain a cooperative working relationship with synod staff, committees and contacts appreciate and affirm each other's gifts
- † participate annually in continuing education for vocational and personal growth.
- † affirm, encourage, pray for, and bless one another and the ministries each represents

The position requires the ability to serve one weekend a year at the synod assembly and one weekend for the Equipping Day.

Benefits and Wellness

- † Salary based on previous experience, job fit and education. Possible wage increase after 90 days.
- † This is a flexible/.4 position – approx. 15/wk.
- † Quarterly ministry reviews for the first two years.