



**Administrative Assistant / Office of the Bishop**  
**Metropolitan New York Synod, Evangelical Lutheran Church in America**  
**New York, NY**

The Metropolitan New York Synod is the regional expression of the Evangelical Lutheran Church in America providing oversight to congregations and specialized ministry sites across New York City, Long Island and seven upstate counties. The Synod office is located in NYC.

**Position Summary:**

This position will be responsible for providing a variety of administrative and executive support duties for senior staff. This full-time position reports to the Chief Operating Officer and requires excellent organizational, multi-tasking and time management skills with the ability to prioritize and perform multiple concurrent tasks.

**Responsibilities:**

- Organizes and coordinates schedules, appointments, and meetings
- Facilitates communications and meeting space logistics
- Prepares and disseminates agendas, advance materials, and meeting minutes
- Manages the synodical process for individuals engaged in seminary education preparing for ordained ministry
- Processes synod event registrations
- Maintains accurate records and filing systems (digital and paper)
- Provide coverage for the reception desk as needed
- Provides general hospitality

**Experience and Qualifications:**

- Associate or Bachelor's degree (BA/BS) with 3-5 years of relevant work experience
- Computer / Technical skills: proficiency in the MS Office Suite
- Knowledge / experience with the Salesforce platform beneficial
- Excellent organizational, multi-tasking and time management skills with the ability to prioritize and perform multiple concurrent tasks
- Attention to detail and strong interpersonal and communication (verbal & written) skills
- Ability to work with a team and support team goals, as well as work independently
- Observant of confidentiality in dealing with sensitive, confidential materials, topics and issues
- Willingness to work evenings and weekends (if necessary)

**Compensation and Benefits:**

- Salary commensurate with experience
- Full Benefits

To apply for this position please submit a cover letter and resume including salary requirements to [kfalco@mnys.org](mailto:kfalco@mnys.org).