Administrative Assistant for Transition & Candidacy

Location: Tampa, FL
Employment Type: Full-Time
FLSA Status: Non-Exempt

About Us

The Florida-Bahamas Synod of the Evangelical Lutheran Church in America (ELCA) serves 164 congregations across Florida and one in the Bahamas. Our mission is to boldly proclaim Christ, passionately make disciples, and faithfully do justice. Learn more at www.fbsynod.com.

Position Summary

We are seeking a **highly organized Administrative Assistant** with strong **clerical support** and **office administration** skills to assist the Assistant to the Bishop for Transition & Candidacy. This full-time role is ideal for someone who thrives in a **faith-based organization** and enjoys **database management**, **event coordination**, and supporting meaningful ministry work.

Key Responsibilities

- **Call Process Administration:**
  - Monitor and process Ministry Site Profiles (MSP) and Rostered Minister Profiles (RMP).
  - Prepare and distribute call packages and letters of call.
  - Maintain transition spreadsheets and manuals; coordinate interim pastor agreements and training events.
- **Candidacy Support:**
  - Gather and distribute application documents; track and prepare materials for committee meetings.
  - Attend and take minutes for three annual committee meetings; follow up on action items.
  - Maintain candidate databases and coordinate annual candidacy retreat.
- **Roster Maintenance:**
  - Track clergy transitions (new calls, retirements, transfers).
  - Update synod and ELCA databases; prepare memos for Synod Council.
- **General Support:**
  - Assist with Synod events such as Assembly and Conference on Ministry.
  - Process daily mail and maintain accurate data in **Salesforce CRM**.

Qualifications

- Associate's degree or higher; minimum of 3 years of related experience in **administrative support** or **office coordination**.
- Proficiency in **Microsoft Office Suite** (Word, Excel, Outlook) and internet research. Knowledge of **Salesforce** is a plus.
- Strong organizational skills. Attention to details is crucial to this position.
- Excellent communication skills for working with internal staff and external partners.

Why You'll Love This Job

- You'll play a vital role in supporting ministries that make a real difference in communities across Florida and the Bahamas.
- Work in a collaborative, mission-driven environment where your contributions matter.
- Enjoy variety in your day—from **event planning** to **data entry**—while learning and growing professionally.

Salary Range: $43,000 - $48,000. Health and retirement benefits (12%) are provided by employer.

To Apply

Submit your resume and cover letter to nicolee@fbsynod.org.