



Position Announcement

Mid Council Resident Programs, Leadership Development, and Administration

Location: Remote (must reside within the Synod of the Northeast)

Reports to: Synod Leader

Status: Full-Time, 2-Year Term (Only)

The Synod of the Northeast invites applications for a two-year, full-time Mid Council Resident. This residency offers emerging leaders an immersive introduction to mid council ministry, emphasizing leadership development, program coordination, governance, administrative support, and relational systems work.

The resident will work across key initiatives—including the Robert Washington Scholars Program, Early Ministry Institute, and Community Organizing Cohort—and will engage in a variety of areas such as governance, grantmaking, program and resource development, event planning, contracting, and skills development applicable to both church and nonprofit ministry.

Administrative responsibilities include meeting support, managing registrations, overseeing the Foundant grant system, building relationships with Caucus Groups, budgeting, negotiations, coordinating electronic communications, and implementing automation processes.

This position requires travel approximately 25% of monthly work hours.

QUALIFICATIONS:

- Theological degree (MDiv, MA in Theology/Ministry) or equivalent ministry/nonprofit experience
- Strong communication, presentation, organizational, and interpersonal skills
- Digital literacy, online grant and project management skills
- Event Registration
- Acknowledge of virtual meeting tools, data management, reporting, and cloud based collaboration platforms
- Security and Privacy Awareness
- Flexibility, discretion, and ability to work remotely
- Valid driver's license
- Ability to lift 30 lbs

BENEFITS & TERM:

Full-time, two-year residency with competitive salary ranging between (\$75k- 78k), BOP Employee Medical Coverage, 10 vacation days, paid holidays, and professional development opportunities directed by the Synod Leader.

APPLICATION INSTRUCTIONS:

Interested candidates should submit a cover letter, resume, and three references **by January 10th** to: sandawna.ashley@synodne.org .