



Eastern North Dakota Synod  
Evangelical Lutheran Church in America

## **Office Administrator**

### **Position Summary:**

The Office Administrator for the Eastern North Dakota Synod is a key member of the synod staff who provides administrative excellence and hospitality in order to lead and manage core functions, including office hospitality, data and roster (pastors and deacons) management, office operations, governance, and support to the bishop. This position works closely with the synod Finance Manager.

### **Position Details:**

- Three-fourths time preferred, FT possible; Including public office hours of 9am-4pm, M-Th; Occasional nights/weekends required, scheduled well in advance.
- Full benefits begin upon start date and include paid health insurance, generous employer contribution to retirement, disability insurance, and paid time off

### **Key Responsibility Areas:**

#### **Office Hospitality & Communication Hub:**

*Ensure a hospitable, welcoming, and responsive office environment through the public office hours, as well as phone and email communication. Provide connection between synod staff, constituents, and relevant information and inquiries.*

#### **Record & Database Management:**

*Maintain appropriate records and files, including but not limited to synod data base, digital files, and call process paperwork in order to ensure operational excellence, continuity, and sustainability.*

#### **Human Resources:**

*Care for recruitment, onboarding/offboarding, benefits, and employee related policies so that all employees and potential employees experience care and appropriate information, while also tending the synod's best interests, including all applicable laws and best practices.*

#### **Governance:**

*Provide continuity and support for synod governance, especially the areas of synod council, synod Constitution Committee, and synod elections. Attend synod council meetings, providing support and follow-through.*

## **Executive Assistant to the Bishop:**

*Support the work of the Office of the Bishop by providing Executive Assistant support to the bishop, including scheduling, communications, strategic plan alignment, and special projects.*

The responsibilities of this position are defined with the understanding that they may be refined as the position changes with the vision and mission of the Eastern North Dakota Synod.

## **Skills/Qualifications**

- Education and Credentials: Bachelor's degree preferred
- Experience: Candidate must have at least 3 years experience in administrative responsibilities, with a preference to candidates with church-related or nonprofit experience
- Demonstrated ability to lead and manage within an administrative capacity
- High competence and deep sense of hospitality and welcome
- Established competence in organization, accuracy, integrity, and follow-through with a high attention to detail
- Exceptional written and verbal communication skills, capable of handling executive-level communication and sensitive information with discretion
- Ability to work in a team setting as well as independently, using problem-solving and initiative
- Robust project management skills, with a keen understanding of how to manage, prioritize, and execute complex and/or multiple projects
- High level proficiency in office technologies, including Microsoft Office Suite and other digital tools with an ability to learn new applications
- Strong "soft people skills", including effective communication, empathy, and the skills to contribute to group cohesion and a healthy work environment
- Consistent practice of appropriate confidentiality
- Understanding and support of the ministry and mission of the Evangelical Lutheran Church in America
- Understanding and support of the synod's mission; ability to articulate and advocate for the ministry of the synod

## **Accountability:**

Reports to the Associate with the Bishop

## **Working Conditions:**

- 1) Physical Demands: This position spends time sitting and using office equipment and computers. The person in this position will also have to do some lifting of supplies and materials.
- 2) Environmental Conditions: This position works in an open office area and will experience interruptions and the need to regularly respond to requests from others.

**About the Eastern North Dakota Synod:**

The Eastern North Dakota Synod ([www.eandsynod.org](http://www.eandsynod.org)) is one of 65 synods of the Evangelical Lutheran Church in America (ELCA). We serve over 170 congregations and additional ministries in the eastern third of North Dakota. The office is located in Fargo, ND. The synod staff supports the congregations, ministries, lay people and leaders, lay ministers, and rostered ministers of the synod. We are church together: accompanying one another and our neighbors, witnessing to the transforming love and grace of Jesus Christ, supporting our congregations and ministries for ministry, and celebrating the Holy Spirit's presence and activity in all of this.

**Interested applicants should email Pastor Brad Skogen, Associate with the Bishop, ([pastorbrad@eandsynod.org](mailto:pastorbrad@eandsynod.org)) with a resume and cover letter. A detailed position description is available upon request.**