CNH DISTRICT
CALIFORNIA NEVADA HAWAII
LUTHERAN CHURCH MISSOURI SYNOD

District President's Administrative Assistant

Position Summary

The District President's Administrative Assistant provides administrative, clerical, organizational, and event-planning support to the District President and District staff. The position requires strong organizational skills, attention to detail, confidentiality, and the ability to manage multiple responsibilities while providing professional and responsive support to pastors, congregations, and District leadership.

The District President's Administrative Assistant (DPAA) is the confidential extension of the District President's communication, scheduling, and support to the workers, churches and schools within the CNH District. The DPAA will work in a team with other District staff and respond to other duties as assigned by the District President.

Reporting Relationship

Works under the direction of the District President.

Primary Responsibilities

Executive and Administrative Support

- Manage the District President's calendar, correspondence, phone calls, and messages.
- Prepare Call Lists and assist with special administrative projects.
- Provide administrative support to the Transitional Interim Ministry Coordinator.
- Serve as the Administrative Assistant for the leading of the District Convention.
- Assisting CNH District delegates that attend the Synodical Convention.
- Perform other duties as assigned by the District President.

Records and Administrative Processes

- Maintain District records and provide information to congregations and Circuit Visitors as appropriate.
- Maintain pastor and congregation records, including PIF/SET information, annual reports, constitutions and bylaws, and archives.
- Prepare and process Synodical Forms.
- Support Seminary program applications.
- Maintain organizational databases of workers, congregations, and schools, including ordained and commissioned minister roster files and reporting for Synod rosters and statistics.
- Maintain education ministry files and directories.
- Assist with Call documents, background-check information, and installation processing for ordained commissioned workers.

Communications

- Proofread the weekly *InTouch* e-newsletter and prepare District special-edition emails.
- Coordinate weekly staff devotions and related website updates.
- Maintain email contact information in Constant Contact.
- Other duties as assigned.

Technology and Office Support

- Schedule and set up Zoom meetings for District leaders, staff, committees, and other groups.
- Provide backup receptionist support, including phones, copying, and postage, and help maintain a welcoming office environment.
- Attend the annual DPAA Conference and other District conferences and meetings as needed.

Qualifications and Skills

- A Christian with a passion for service in Christian ministries.
- Strong organizational skills, accuracy, and attention to detail.
- Effective written, verbal, and interpersonal communication skills.
- Ability to prioritize responsibilities, meet deadlines, and work both independently and collaboratively.
- Professional discretion and commitment to confidentiality.
- A professional, service-oriented approach to District staff, ministry workers, congregations, schools, and visitors.
- Proficiency with office software, calendars, email, databases, and Zoom.
- Experience working in an office environment; college education preferred.

Salary and Benefits

- Type: Full-Time (40 hours/week)
- Compensation: $30.00–$35.00 per hour, commensurate with experience and qualifications.
- Benefits: Health insurance, retirement plan, paid holidays, vacation, and sick leave

Application Instructions

- Resume shall be sent to prescnh@cnh-lcms.org