

Administrative Assistant for Leadership

Rocky Mountain Synod, ELCA

7375 Samuel Drive, Denver, Colorado 80221

(The office location is in unincorporated Adams County near the Pecos exit of Highway 36, about six miles north of downtown Denver)

Job Title: Administrative Assistant for Leadership

Reports to: Rev. Kent Mueller, Assistant to the Bishop for Administration and Communication

Work Status: Full time

About the Rocky Mountain Synod:

The Rocky Mountain Synod (www.rmselca.org) is one of 65 synods of the Evangelical Lutheran Church in America (ELCA). Our mission is *to proclaim and embody God's unconditional love for the sake of the world*. We serve 160 congregations and additional ministries in Wyoming, Colorado, Utah, New Mexico, and El Paso, TX.

Position Summary:

The Administrative Assistant for Leadership for the Rocky Mountain Synod supports the office of the Bishop and the Lutheran Center staff in their work with pastors, deacons, and congregations. The position includes database management, meeting planning and organization, hospitality, records management, and staff support. The ideal candidate is proactive and very organized with these qualities:

- attention to detail while managing multiple projects with minimal supervision
- strong writing skills
- flexible and grace-filled in interpersonal relationships
- wired for technology, data management, and problem-solving

Job Qualifications

- **Education/Experience:** High School diploma or equivalent required, college degree preferred, and a minimum of three years of related experience.
- **Language Ability:** Ability to read and understand basic instructions, short correspondence, and memos. Ability to write reports and correspondence. In addition, conversational Spanish skills are preferred, but not required.
- **Math Ability:** Ability to add, subtract, multiply and divide using whole numbers, common fractions, and decimals. Ability to perform calculations on standard measures of American currency and weight, volume, and distance.
- **Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram/chart, or schedule form.

Desired Technical Skills:

- Proficiency with Office 365, including Outlook, Microsoft Word, PowerPoint, Excel, and Teams
- Proficiency with Google Calendar, Smartsheet, and Constant Contact
- Proficiency with Zoom, Facebook, and Vimeo

Position Details:

- Full time position with full benefit package for the employee.
- 14 holidays each year and up to 4 weeks of vacation.
- Salary range of \$45,000 to \$55,000, with additional consideration given to notable education and experience.

Responsibilities:

Bishop and Roster Management

1. Administrative Support for the Bishop

- a. Assist in scheduling appointments on the bishop's calendar and in facilitating communication as needed
- b. Ensure that the bishop is attending to administrative matters that require responses and/or signatures
- c. Support bishop as needed

2. Roster Maintenance

- a. Ensure that the RMS database of rostered leaders is current and correct, attending to all complex intricacies and policies as detailed in the *Manual of Policies and Procedures for Management of the Rosters of the Evangelical Lutheran Church in America*
- b. Maintain rostered leaders' personnel files
- c. Maintain congregational files
- d. Report changes to the ELCA

3. Call Process/Mobility Database Management System Administration

- a. In collaboration with the Transitions Team staff, administer aspects of data management related to the call process
- b. Send and track call process documentation
- c. Report monthly roster changes to ELCA Office of the Secretary

Daily Administrative Responsibilities

4. Hospitality and Welcome

- a. Welcome Lutheran Center guests and answer the phone
- b. Make arrangements for Lutheran Center events, including catering
- c. Maintain the kitchen and assist with set up and clean up along with the contributions of all staff members
- d. Make travel and hotel arrangements as needed
- e. Coordinate meetings and communicate with members
 - i. Synod Council
 - ii. Executive Committee
 - iii. Staff Meetings
- f. Care for office plants, tidy public areas

5. General Office Functions

- a. Open all mail and log/tracking monies received with responsibility for updating specific logging and tracking software
- b. Respond as appropriate to general synod e-mail inquiries
- c. Monitor/order/purchase general office supplies
- d. Maintain meeting room and Zoom calendars
- e. Tidy the copy room and storage areas

6. Provide administrative and secretarial support to staff members as assigned

- a. Become proficient with all aspects of the copy machine and other office equipment
- b. Assist in communicating with meeting attendees
- c. Prepare/copy mailings and materials

7. In collaboration with other staff members, administer technological accounts and use them for office data management and automation including:

- a. Office 365 / Microsoft Office
- b. Smartsheet
- c. Constant Contact
- d. Tithe.ly
- e. Google Calendar
- f. Phone System

Specialized Administrative Responsibilities

8. Candidacy Committee

- a. Collaborate with the candidacy staff person to carry out the candidacy process as outlined in the ELCA Candidacy Manual
- b. Communicate with all candidates and track their progress
- c. Work with committee chair and candidacy staff person to develop agenda and panel assignments
- d. Communicate with committee members and candidates
- e. Make travel arrangements for seminary visits
- f. Maintain candidate files.

9. Synod Assembly

- g. Work with the Events Director and planning team on assigned tasks
- h. Prepare for and expedite assembly registration
- i. Assist Events Director as requested with registration, nominations, resolutions, materials, and bulletins
- j. Make Hotel room arrangements for staff, visitors, lay Synod Council members
- k. Copy and distribute materials as needed
- l. Attend the assembly and oversee administrative tasks

10. Other duties as assigned

General Performance Standards and Expectations:

In addition to satisfactory performance on all the essential job duties and responsibilities for this job, all Rocky Mountain Synod employees must fulfill the following basic performance expectations:

1. Mission and goals: Each Rocky Mountain Synod employee is expected to know the Synod's mission and goals.
2. Service excellence: All Rocky Mountain Synod employees will strive to provide outstanding service excellence to everyone they serve in these key areas:

RESPECTFUL

- Act in a courteous manner.
- Actively listen to gain full understanding.
- Show empathy and caring.

RESPONSIVE

- Approach people in an inviting and pleasing manner.
- Take ownership of actions and decisions.
- Plan, anticipate, and be forward thinking.
- Answer and return phone calls and emails.
- Use proper communication etiquette.
- Banish the phrase "not my job."
- Aid all inquiries and follow through.

ACCURATE

- Do it right the first time.
- Ask probing questions.
- Use resources effectively and efficiently.

COLLABORATIVE

- Participate in teams.
- Develop team skill sets.
- Learn available resources.
- Develop internal and/or external connections.

Apply by sending a cover letter and resume to Pastor Kent Mueller at kmuller@rmselca.org. Priority applications will be received by September 2, 2021. Additional applications will be received until the position is filled.

Revised August 17, 2021

This is not a complete list of all tasks. It is an overview of focus areas.