

## **Open Position: OFFICE ADMINISTRATOR**

Full-time, hourly + benefits

Interviewing is expected to begin May 2, 2022.

Start date: June 13, 2022 (at the earliest)

Accepting Applications until the position is filled.

### **Position Description:**

The Office Administrator for the Montana Synod of the Evangelical Lutheran Church in America (ELCA) is an integral part of the synod staff team whose primary responsibilities involve the day-to-day activities within an office environment including answering phone calls and email, maintaining paper and on-line filing systems, organizing synod events, maintaining a contacts database and a variety of front office reception tasks. Duties include:

### **Office Management**

- Greeting and welcoming office visitors, answering the phone (2 lines).
- Providing administrative support for synod staff, synod council, and various synod committees.
- Managing office mail and e-mail, including email list-serve campaigns as needed.
- Maintaining office supplies and equipment (non-computer).
- Copying and scanning documents for files and emailing as needed.
- Maintaining all files within the office.
- Create and distribute various seasonal publications (Advent/Christmas/Easter).
- Maintain Stamps.com postage account and bulk mail permit.
- Coordinate custodial needs of the office.
- Open and close the office each day.
- Submit annual corporation reports to secretary of state.
- Share with others in maintaining office cleanliness and upkeep.

### **Financial**

- Coordinate accounts receivable and payable with treasurer and financial services office located in Washington State.
- Using budget line items and chart of account coding system to prepare vouchers, invoices, and bills for payment.
- Preparing and making non-cash deposits at local bank.
- Managing synod credit cards.
- Portico (benefits provider) coordinator.
- Reporting employee compensation changes to Portico.
- Managing files of financial reports.
- Support the staff as needed in fundraising.

## **Clergy Database Management**

- Maintain database of clergy and their status.
- Maintain files of clergy.
- Coordinate and track lay pastoral associate students and their progress in the program.
- Maintain files for candidates for ministry and assist candidacy committee as needed.
- Coordinate and track lay pastoral licenses.

## **Congregational Support**

- Maintain database of 129 congregations in Montana and Northern Wyoming.
- Be available to congregations as needed for various questions and assistance.
- Enter annual data reports from congregations into ELCA database.
- Maintain files for each congregation, including their constitutions.

## **Help to Organize Synod Events**

- Synod Council Meetings (three to four times a year w/intermittent video meetings).
- Synod Assembly organization and preparation (annually).
- Lay pastoral associate retreats (twice a year).
- First Call Theological Education (annually).
- Other events as needed.

## **QUALIFICATIONS:**

- 2-year college or vocational training in office management.
- 2+ years of job-related experience in office management.
- Other combinations of education and experience may be considered on a case-by-case basis.
- Pass an employment background check

## **SKILLS and ABILITIES:**

- Excellent verbal and written communication skills.
- Excellent organizational skills with strong attention to detail and the ability to prioritize and multitask.
- General accounting and bookkeeping skills.
- Strong proficiency with Microsoft Office Suite.
- Proficiency with database maintenance and management.
- Ability to take directions, ask questions, work independently, and follow through with minimal supervision in a small office setting.
- Ability to maintain confidentiality.

## **ADDED PREFERENCES:**

- Creative, collaborative and adaptive team member.

- A positive attitude; sense of humor; works and occasionally plays well with others.
- A knowledge of or willingness to learn about the Montana Synod and the Evangelical Lutheran Church in America.

## **COMPENSATION AND BENEFITS**

**Compensation:** \$17 per hour, 40-hour week, time and a half overtime when needed and approved in advance.

**Time off:** The Montana Synod values the health and well-being of our employees and supports them in balancing their work and personal lives. Time off includes a mix of holidays, personal days and a minimum of 2 weeks paid vacation per year.

**Benefits:** health plan, retirement benefits, Personal Time Off (PTO), sick leave and family leave, continuing education support.

**Probationary Period:** Six (6) months.

## **TO APPLY:**

**Cover Letter:** Please submit a cover letter describing your interest in this position and explaining how your experience supports each of the items listed in the **SKILLS AND ABILITIES** section above.

**Resume:** Please submit a professional resume that includes the following information:

- Education
- All relevant work history, listing employment in chronological order in a month/year format with the most recent job first.
- Supervisor's name and phone number for each job.
- Detailed description of the duties for each job, including hours per week, and the reason why you separated.
- Names and phone numbers for three professional references.

Via Email OR mail to:  
Montana Synod, ELCA  
Attn: Hiring Team  
1221 24thSt S.  
Great Falls, MT 59405

*Note: By submitting your resume, you are acknowledging that you may be subject to a background check.*