



Texas-Louisiana Gulf Coast Synod
Evangelical Lutheran Church in America
God's work. Our hands.

Job Description
Office Manager

The Texas-Louisiana Gulf Coast Synod is a community of 110 congregations of the Evangelical Lutheran Church in America. We seek to be a network of Christ-centered, outwardly-focused congregations passing the faith to the next generation. This office helps support these congregations and extends their reach into the world. We do together what we cannot do alone.

Summary of Position

The Office Manager provides administrative assistance to the bishop, gives leadership to synod events, and oversees office matters.

Qualifications

We seek a person of faith with integrity who loves the church, is highly organized, and fits into the culture to which we aspire in this office. This culture can best be described as innovative, efficient, collaborative and hard working. Skills in administration and technology are critical. Working knowledge of financial systems is preferred. Some Spanish language skills would be helpful, but not required. Thick skin and a soft heart are vital.

Hours

Hours are typically 9-5 M-F. Commitments beyond those hours are offset with comp time.

Outline of Responsibilities

Administrative Assistant to the Bishop (35%)

- Bishop's travel arrangements
- Correspondence on behalf of the bishop's office
- Scheduling and monitoring of bishop's calendar
- Roster maintenance and reporting, including mobility paperwork
- Congregational files and support for congregations
- Administrative support to Synod Council, including preparation for meetings

Event Planning (35%)

- Synod Assembly – oversee annual synod gathering, including: coordination of all event logistics and programming; contract negotiations with vendors; budget control; etc.
- Theological Conference (Jan 2018 – every 3 years) – similar expectations as Synod Assembly
- Other synod-wide training and education events
- Synod staff meeting & retreat agendas and logistics

General Office (30%)

- Supervise communications and bookkeeping staff
- Equipment maintenance & contracts
- Assist with phones, webpage, mailings, office needs, staff needs, etc.
- Database management, including reporting to Churchwide office
- Maintain personnel files and other synod records