



# Metropolitan Washington, D.C. Synod

## Evangelical Lutheran Church in America

God's work. Our hands.

**Job Description: Administrative Assistant, Metropolitan Washington, D.C Synod, ELCA**

**Application Deadline: September 25, 2018      Start Date: October 1, 2018**

### **Description:**

The Administrative Assistant primarily supports the office of the Assistants to the Bishop, with the occasional support for the office of the Bishop and the Synod staff. This person must be very organized with close attention to detail, a strong writer, and able to manage multiple projects with minimal supervision. The Administrative Assistant has extensive interaction with leaders throughout the Metropolitan Washington, D.C. Synod and must have excellent interpersonal skills.

### **Responsibilities:**

Direct support for the Rev. Leila Ortiz:

- Update and organize the database of congregations in transition
- Send monthly emails to all congregation council presidents and call committee chairs of current "congregations in transition."
- Request monthly reports from all interim pastors.
- Assist pastors and congregation leaders as needed in matters concerning Mobility, such as the Vacancy Handbook, Salary/Compensation Guidelines and Ministry Site Profiles.
- Vet potential candidates.
- Schedule phone calls and video calls with potential candidates.
- Update and organize the database of potential candidates.
- Manage Pastor Ortiz's calendar, as needed.

### *Candidacy Support:*

- Organize online and hardcopy files pertaining to candidates for ministry and rostered leaders.
- Communicate with the Candidacy Committee Chair to make sure all documents are received and organized.
- Provide hospitality for Candidacy Committee meetings when held at First Trinity Lutheran Church.
- Provide technical assistance during Candidacy Committee meetings.

### *General Synod Support:*

- Provide the agenda and related materials for weekly Synod staff meetings.
- Answer phone calls to the Synod's main phone number.
- Operate elevator intercom to welcome guests.
- Print and make copies of documents for synod staff as needed.
- Provide support and hospitality to Synod events as needed.
- Attend various meetings to record minutes as needed.

### *Communications Support:*

- Work alongside synod communications designer
- Help create content for synod newsletter, website, and social media

**Employment Type and Salary Range:** Part time, 20 hours \$20/hour

**Benefits:** None

Interested persons should send a resume to Pastor Leila Ortiz, Assistant to the Bishop, at [lortiz@metrodcelca.org](mailto:lortiz@metrodcelca.org).