

# Northeastern Minnesota Synod of the ELCA

## Position Description Communications and Office Support

**Reports to:** Bishop

### Primary Responsibilities

#### **Office Support**

- Answer telephone providing information, responding to inquiries and/or requests, directing phone calls
- Greet synod visitors and provide hospitality for meetings
- Office support/secretarial tasks to assist other synod staff as needed
- Serve as point person for synod mailings, both electronically and through the USPS

#### **Publicity**

- Prepare brochures and flyers as needed
- Maintain website, social media, and Constant Contact as needed
- Arrange event preparation as assigned by the bishop, working with location liaisons (including Synod Assembly)
- Assemble the Bulletin of Reports for the Synod Assembly

#### **Committees**

- Maintain and update Pulpit Supply list
- Maintain current rosters of all synod committees and task forces
- Process information submitted by committees to the synod office
- Arrange annual meeting of the Nominating Committee as directed by the bishop
- Prepare nomination information for the Nominating Committee and Bulletin of Reports

### Terms of Employment

This is a half-time position for 4 hours/day five days a week. Additional hours need to be pre-authorized by the Bishop. Hourly rate is according to synod guidelines for hourly support staff and commensurate with experience.

Vacation time, personal days, and holidays are granted according to Personnel Policy of the Northeastern Minnesota Synod of the ELCA in accordance with guidelines set forth in the Synod Compensation Guidelines.

11/16/2015