

## **Executive Assistant to the Minneapolis Area Synod Bishop**

**REPORTS TO:** Bishop of the Minneapolis Area Synod

**PRIMARY FUNCTION:** Assist the bishop, oversee office operations, assist in financial management, give and provide guidance for synod governance and the synod assembly.

**AREAS OF RESPONSIBILITY:**

1. Assist the Bishop by managing work flow, scheduling appointments, preparing materials needed for meetings, drafting letters or other written materials, and anticipating the bishop's needs.
2. Financial management. Approve invoices for payment and oversee use and authority for spending from dedicated and restricted funds.
3. Operations and Staffing. Maintain a smoothly running office — coordinate with other staff on projects and deadlines; manage human resources, maintain the confidential (locked) files; and work with the Bishop to plan and facilitate Staff Retreats, Staff Planning Days, Staff Onboarding and Farewells.
4. Governance. Work with the Executive Committee and Synod Council to prepare agendas; manage the flow of information to governance groups and keep electronic files of Executive Committee and Synod Council materials. Review changes in congregational constitutions. Provide staff support to Nominating Committee and Finance Committee.
5. Synod Assembly. Provide logistical oversight for the Synod Assembly by preparing the timed agenda and script. Work with Reference and Counsel to prepare resolutions and memorials; trouble shoot during the assembly.
6. Manage the Bishop's Theological Conference logistics; assist or manage other synod events such as Toolkit, Conference Assemblies, Bishop's Roundtables

**EDUCATION:**           **Essential:**           B.A.  
                                  **Desirable:**           Advanced training in organizational management or communications

**EXPERIENCE:**       **Essential:**           Familiarity with the ELCA; experience providing staff support to an executive  
                                  **Desirable:**           Two to three years' experience with event planning; involvement in governance within the church or a nonprofit organization

## **KNOWLEDGE, SKILLS, ABILITIES:**

1. Ability to see the overall picture while attending to details.
2. Ability to maintain strict confidentiality.
3. Familiarity with congregational life, the synod's co-ministries, ministry priorities, and missional direction
4. Understanding of the workings of the Churchwide Organization of the ELCA and a heart for the wider church
5. Ability to evaluate and prioritize among many requests; to refer requests appropriately; and to respond quickly to requests and needs of the bishop.
6. To keep track of a multitude of activities and projects occurring simultaneously.
7. Demonstrated ability to maintain positive relationships with colleagues, rostered and lay leaders, and congregations of the synod. Respond quickly to phone calls and emails.
8. Flexible schedule with the ability to attend evening meetings with congregations, leaders, and committees.
9. Ability to work in a team setting as well as independently.

## **To Apply:**

Submit letter of application, résumé, and the names of three references to:

Bishop Ann Svennungsen  
Minneapolis Area Synod  
122 West Franklin Ave., #600  
Minneapolis, MN 55404

Or, submit electronically to Bob Hulteen: [b.hulteen@mpls-synod.org](mailto:b.hulteen@mpls-synod.org)

*Because the Minneapolis Area Synod is meeting in assembly to elect a bishop on May 4-5, résumés will begin to be received on May 8. Résumés will be accepted until the position is filled; résumé review will begin on May 22.*