

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

**REPORTS TO:**

Bishop of the Minneapolis Area Synod

**PRIMARY FUNCTION:**

Executive assistance to the bishop, human resources, synod governance, financial accountability. .

**AREAS OF RESPONSIBILITY:**

1. Assist the Bishop by managing workflow, preparing materials needed for meetings, drafting letters or other written materials, and anticipating the bishop's needs.
2. Operations and staffing. Coordinate with other staff on projects and deadlines; manage human resources; maintain the confidential (locked) files; and work with the Bishop to plan Staff Retreats, Staff Planning Days, and Staff Onboarding and Farewells.
3. Financial. Oversee authority for spending from annual budget, dedicated and restricted funds. Approve invoices for payment and sign checks.
4. Governance. Work with the Bishop and VP to prepare agendas for Executive Committee and Synod Council; manage the flow of information to governance groups and keep electronic files of Executive Committee and Synod Council materials. Provide staff support to Nominating Committee.
5. Synod Assembly. Work with bishop for programmatic planning of Synod Assembly, which includes preparing the timed agenda and script.
6. Work with bishop on programmatic planning for Bishop's Theological Conference, Conference Assemblies, and other events.

**KNOWLEDGE, SKILLS, ABILITIES:**

1. Ability to see the overall picture while attending to details.
2. Ability to maintain strict confidentiality.
3. Ability to coordinate a strong team of staff members.
4. Familiarity with congregational life, the synod's co-ministries, ministry priorities, and missional direction
5. Understanding of the workings of the Churchwide Organization of the ELCA and a heart for the wider church
6. Ability to evaluate and prioritize among many requests; to refer requests appropriately; and to respond quickly to requests and needs of the bishop.

7. To keep track of a multitude of activities and projects occurring simultaneously.
8. Demonstrated ability to maintain positive relationships with colleagues, rostered and lay leaders, and congregations of the synod. Respond quickly to phone calls and emails.
9. Flexible schedule with the ability to attend evening meetings with congregations, leaders, and committees.
10. Ability to work in a team setting as well as independently.
11. Familiarity with Microsoft 365.

**HOURS:** 25 - 28 hours/week, Monday through Friday.

**To Apply:**

Submit letter of application, résumé, and the names of three references by **March 1, 2023** to [b.hulteen@mpls-synod.org](mailto:b.hulteen@mpls-synod.org) (with Executive Assistant in the subject line),

Or mail to:

Bob Hulteen  
Minneapolis Area Synod  
122 West Franklin Ave., #600  
Minneapolis, MN 55404