

Coordinator for Congregational Vitality, Discipleship Ministries and Receptionist

We are seeking a passionate, motivated individual excited to work for a mission-oriented organization that touches the lives of tens of thousands of individuals across Southeastern Pennsylvania. The Coordinator for Congregational Vitality and Discipleship Ministries will work closely with the Director for Evangelical Mission, the Assistant to the Bishop, and the Director of Operations to keep the mission and goals of our organization moving forward. Primary responsibilities will be to provide administrative support and coordinate communications for the Director of Evangelical Mission, Assistant to the Bishop, and to serve as a receptionist for synod guests and perform general office duties. Additionally, the successful candidate will be a resource, partner, and support in forwarding the ministry of the synod. Knowledge of the Evangelical Lutheran Church in America (ELCA) is helpful, but not required. A willingness to learn, grow, and deeply understand the mission and work of the synod and the ELCA is mandatory.

Position Location: Mt. Airy section of Philadelphia

Position Status: Full-time, employee; Salary plus benefits

Position Requirements: Valid driver's license, insured motor vehicle and eligible to work in United States

To apply send cover letter, resume and three references to ycurtis@sepa.org

Required Skills:

A Bachelor's degree, and/or experience in a relevant field

Must pass all required background checks

A capacity for organization, and the ability to simultaneously maintain multiple calendars, tasks, and assignments

The ability to work with people, and the desire to maintain positive relationships with staff, pastors, synod leaders, congregational members and other partners

Strong skills using Microsoft Word, Outlook, Excel and Constant Contact – or the ability to quickly learn. Some experience working with online website builders such as Wordpress, Wix, etc. and other technological skills is a plus

The ability to manage and respond quickly, politely, and accurately to a high amount of email

Comfort with speaking on the phone regularly, and with greeting and welcoming guests when they visit the synod office

The ability to be self-motivated, driven, and passionate about the mission of the synod

Attentiveness to learn the patterns, styles, and work of the Director for Evangelical Mission and Assistant to the Bishop, so as to provide proactive administrative support to them

A passion for the mission of the organization and desire to be part of a team working towards transformative change in the church and the world

Working knowledge of the Evangelical Lutheran Church in America in her three expressions, and/or willingness to learn

Ability to lift 10 to 20 pounds, transport materials and food to meetings, and perform other typical office-related physical tasks. Other requirements: valid driver's license, insured motor vehicle and eligible to work in the United States.

Duties and Responsibilities:

Assistant to the Bishop

- Provide administrative support to the Assistant to the Bishop, including helping maintain his calendar, booking appointments and other engagements, and coordinating communications coming into the synod office for him
- Create, edit, and in consultation with the Assistant to the Bishop send out monthly e-newsletters and occasional additional communications using Constant Contact
- Based on the Youth Ministry and synod event calendars, meet with the Assistant to the Bishop *at least 3 month in advance* of upcoming events to coordinate and plan for each event
- Based on upcoming events and at the direction of the Assistant to the Bishop, update or create event pages on the SEPA Youth website, maintain the SEPA Youth social media presence, and coordinate with the Communications Assistant to create registration for synod youth or other events
- Process and oversee all registration and background checks for youth events as needed
- Support youth events and retreats as needed – may include evening and weekend hours
- In partnership with the Assistant to the Bishop, update the podcast, app, and blog posts on Brave New Church as content becomes available, and maintain the social media and online presence of Brave New Church
- Under the direction of the Assistant to the Bishop, coordinate, plan, and oversee all necessary travel arrangements for synod groups traveling to visit our partner diocese in Tanzania
- As needed, create and send out appropriate communications to teams and groups to schedule meetings, communicate updates, and facilitate clear communication between the team and the Assistant to the Bishop
- Coordinate preparations for meetings on or off the seminary campus and, as needed, provide appropriate hospitality, meals, etc. for those participating

Director for Evangelical Mission

- Domestic Mission Unit Grants
 - Coordinate with Domestic Mission Unit (DMU) staff to disseminate mandated applications, forms, etc. to Mission Developers according to yearly time-line.
 - Keep updated files of all mission and redevelopment ministries
 - Maintain calendar of annual DMU meetings and events
 - Keep updated network computer files for all mission developers and ministries
- Schedule meetings, reserve meeting rooms, provide administrative support and hospitality for our various teams:
 - Anti-racism Team (ART)
 - Vital Ministries Team Task Force and subgroups
 - Stewardship Team
 - Mission Developer's Gatherings
 - African Descent Strategy Team
- Arrange meetings, schedule appointments, make travel arrangements keep calendar up to date, and other administrative support

Director of Operations

- Responsible for handling front office reception and administration duties, including greeting guests, answering phones, handling inquiries, and sorting and distributing packages
- Welcome guests in person or on the phone, informing staff members their guest has arrived, providing refreshments as needed, and directing calls to appropriate staff members
- Maintain and distribute staff phone listing, receive and distribute monthly staff calendars, and maintain clean and safe reception area
- Order, maintain stock, circulate and send greeting cards; staff members will provide names for cards and names will be presented at staff meetings
- Mail monthly anniversary cards to rostered ministers at the beginning of each month and request labels from Database Manager
- Provide administrative support to Office of the Bishop as needed
- Restock supply area when office supplies are delivered
- Attend Synod Assembly and provide administrative support before, during and after event
- Other duties as assigned