



# Texas-Louisiana Gulf Coast Synod

## Evangelical Lutheran Church in America

God's work. Our hands.

### Job Description

#### Executive Administrator

The Texas-Louisiana Gulf Coast Synod is a community of 101 ministries of the Evangelical Lutheran Church in America. We seek to be a network of Christ-centered, outwardly-focused congregations passing the faith to the next generation. This office helps support these congregations and extends their reach into the world. We do together what we cannot do alone.

#### Summary of Position

The Executive Administrator provides executive administrative support to the bishop and the bishop's associate for leadership, supports synod events, oversees internal and external communications, is responsible for financial reviews and other office matters.

#### Qualifications

We seek a person of faith with integrity who loves the church, is highly organized, and fits into the culture to which we aspire in this office. This culture can best be described as innovative, efficient, collaborative, and hard-working. Strong skills in editing and technology are critical along with a familiarity with Office 365 products, Adobe, and Dropbox. Applicants must be comfortable maintaining confidentiality. A bilingual candidate is preferred.

#### Hours

Hours are typically 9-5 M-F. This is a hybrid position. Commitments beyond those hours are offset with comp time.

#### Outline of Responsibilities

##### General Office

- Answer phones, and assist with mailings, office needs, staff needs, etc.
- Support of resource creation and updating
- Support of synod strategic plan
- Financial reconciliations
- Budget management in collaboration with the bookkeeper
- Database management, including reporting to Churchwide office
- Maintain personnel files and other synodical records

##### Event Planning

- Synod Assembly (in May) – oversee annual synod gathering, including: formation of an event planning team; coordination of all event logistics and programming; contract negotiations with vendors; budget control; etc.
- Theological/Preaching Conference (in January) – similar expectations as Synod Assembly
- Synod staff meetings & retreat agendas and logistics
- Other synod-wide trainings, luncheons, retreats, and educational events

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#### Administrative Support for the Bishop

- Roster Management
- Support synod teams (CAR, Peru, Hunger) by attending meetings, monitoring budgets and expenses, creating events as needed
- Financial reconciliations and support of budget management
- Scheduling and travel arrangements as needed

#### Administrative Support for Bishop's Associate for Leadership

- Roster Management
- Support the synod candidacy committee
- Financial reconciliations and support of budget management
- Scheduling and travel arrangements as needed

#### Communications

- Execution of internal and external communications
- Create content and provide to communications contractor for Synod marketing and outreach
- Supervise communications contractor in editing and design of Website management (Wordpress)
- Supervise communications contractor in editing and design of communication methods and materials

#### Salary Range

\$45,000-55,000

full benefits

Qualified and interested candidates should upload a cover letter and their resume (as one document saved with their name as a PDF). We will accept applications through November 11, 2022. The cover letter should include salary expectations, and the date they are available to start work.

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