

JOB TITLE	EXECUTIVE ASSISTANT
REPORTS TO	BISHOP, SASKATCHEWAN SYNOD, ELCIC

JOB PURPOSE

The synod office operates as a hub that receives support from the congregations and ministries of Saskatchewan synod in order to work together as a synod cooperative, supporting and inspiring one another in ministry. The bishop's role as chief pastor and chief executive officer is extensive. The executive assistant to the bishop acts as the right hand of the bishop, providing personal administrative support and assistance to the bishop in planning and performing these roles.

DUTIES AND RESPONSIBILITIES

1. Support of the bishop and bishop's staff

Support the work of the bishop and the bishop's staff (stipendiary and non-stipendiary) in prayer, encouragement and service.

- a. Maintain open communication with the bishop in all activities.
- b. Act as the administrative liaison between the bishop and constituency.
 - Respond to correspondence delegated by the bishop.
 - Rout correspondence to appropriate synod leadership.
- c. Edit presentations and reports for the bishop.
- d. Draft and send communications from synod office to appropriate mailing lists.
- e. Prepare documents for signature: Review prepared documents requiring the bishop's signature such as correspondence, expense reports, contracts, purchase orders, etc.
- f. Plan and schedule meetings, travel, conferences, and conference calls for the bishop. (taking part in these meetings as requested and as available) Represent the bishop at meetings as requested and as available.

2. Support Synod leadership and stakeholders

Support the work of the bishop by working with synod leadership and stakeholders as required.

- a. Synod council: Work with the Bishop and Office Manager to prepare and distribute materials, minutes, reports, recommendations for Synod council meetings.
- b. Synod committees: Arrange meeting times for synod committees and provide reminders (liaise with office manager for logistical support) Follow up with committees on the distribution of minutes on Synod Share Point.
- c. Provide administrative support as required for:
 - congregations and ministries who make contact with synod office.
 - rostered ministers in Sasksynod.
 - national church staff making contact with synod office.
 - partners and other organizational contacts.

QUALIFICATIONS

1. Proven experience as an executive administrative assistant, senior executive assistant or at least 3 years experience providing administrative support at a high level
2. Business college certificate or diploma an asset.
3. Appreciation and experience of the church. Experience in specific Lutheran context an asset
4. High level verbal and written communications skills
5. High level of discretion and confidentiality
6. Planning and time management skills
7. Strong interpersonal skills
8. Proficiency in MS Office
9. Experience working within a team and with stakeholders
10. Ability to work Independently

WORKING CONDITIONS

Dedicated office space in Saskatoon.

Work of the executive assistant will require occasional travel within Saskatchewan and working digitally with off-site staff and volunteers.

SALARY AND BENEFITS

Half-time position. 18,000 to 20,000 annually plus benefits.