



South-Central Synod of Wisconsin

About the Organization:

The South-Central Synod of Wisconsin is a nonprofit organization that serves as a vital resource and support system for 133 congregations and worshiping communities spread across 13 counties in southern Wisconsin. Our mission is to empower these communities by providing them with the tools, resources, and guidance they need to thrive in their faith-based missions.

As a nonprofit, we are committed to fostering strong leadership, promoting collaboration, and facilitating connections among congregations. Our work focuses on helping these communities navigate challenges, adapt to changing environments, and effectively carry out their spiritual and social missions. This includes offering training and development for leaders, organizing events that bring communities together, and providing administrative support.

Our team operates as a collaborative unit, working closely with community leaders, clergy, and laypersons to identify their needs and develop strategies that enhance their effectiveness. We believe that by strengthening leadership and fostering partnerships, we can help these congregations fulfill their calling to serve their members and the broader community.

In essence, the South-Central Synod of Wisconsin acts as both a hub and a network, connecting diverse communities and ensuring they have the resources and support necessary to grow and sustain their mission-driven work. Our dedication to empowering these communities is at the core of everything we do, and it drives our ongoing efforts to innovate, collaborate, and provide exceptional service to the congregations we serve.

Position Overview:

The Administrative Assistant plays a crucial role in supporting the leadership of our organization. This full-time, hybrid position is responsible for managing the schedules of key organizational leaders, planning and overseeing major events, and ensuring smooth day-to-day office operations. Reporting directly to the Bishop (Executive Director), this individual will be a central figure in maintaining organizational efficiency and supporting the organization's mission.

Key Responsibilities:

Executive Support:

- Maintain and manage the Bishop's/Executive Director's calendar, including scheduling meetings and appointments.
- Coordinate schedules for other organizational leaders as needed.
- Prepare and provide necessary materials and information for meetings and appointments.
- Oversee facility operations, including managing vendor contracts, leases, and utilities.
- Assist with financial tasks, including coordinating weekly deposits in partnership with the finance team.



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Administrative Leadership:

- Schedule and coordinate meetings for the organization's Board of Directors (the Synod Council), including preparing agendas, distributing materials, and managing communications with board members.
- Work closely with the Bishop/Executive Director and board members on various assignments, including protocol issues and financial matters.
- Maintain accurate records of board membership and meetings.

Event Management:

- Serve as the lead organizer for major organizational events, including annual conferences and leadership gatherings.
- Collaborate with planning committees to set event goals and manage logistics.
- Prepare and distribute event-related materials, such as programs, reports, and registration forms.
- Coordinate volunteer recruitment and management for events.
- Liaise with outside vendors, such as event venues, caterers, and hotels, to ensure successful event execution.

Office Management:

- Manage office supplies and ensure that the office is well-stocked.
- Prepare official documents and certificates, and oversee their distribution.
- Provide general support for office operations, including handling incoming calls, managing mail, and performing errands as needed.
- Assist with general administrative tasks to support a productive and seamless work environment.

Qualifications:

- Undergraduate degree preferred or 2-5 years of experience working in a nonprofit organization.
- Proficiency in Microsoft Office Suite and CRM software (Salesforce preferred).
- Strong interpersonal and communication skills (both written and verbal).
- Ability to multitask, manage details, and handle confidential situations with discretion.
- Experience with electronic deposits and basic financial tasks.

Desired Skills and Attributes:

- Avid learner and connector with a talent for organizing and planning.
- Ability to think creatively and pragmatically to solve problems and improve processes.
- Strong sense of responsibility and ability to anticipate the needs of others.

Compensation: *Commensurate with qualifications and experience. Starting minimum salary of \$44,000. The position also includes **100% employer-paid premiums for the employee's health benefits**, generous retirement benefits, and paid time off.*