



Northwestern Ohio Synod

Evangelical Lutheran Church in America

Job Title: **Communication & Administrative Coordinator**

Report: Assistants to the Bishop

Classification: Full-time, 40 hours/week

Salary: \$42,000-45,000

PURPOSE

To serve God and share in the mission of the Northwestern Ohio Synod (NWOS) through clear and effective communication that highlights the synod's tagline, mission, and values, and by providing administrative and clerical support for the Assistants to the Bishop.

RESPONSIBILITIES

Communication:

1. Develop and implement a comprehensive communication strategy that reflects the identity of NWOS and promotes awareness of the church's mission locally and globally.
2. Partner with staff to share inspiring stories of God in action around NWOS
3. Produce consistent and timely communications, including newsletters, email updates, and social media content.
4. Collaborate with the Technology Specialist and staff to create and edit content for the NWOS website.
5. Design new and relevant content to promote NWOS signature events and staff-led projects.
6. Organize, design, publish and distribute "annual themed" content
7. Record, edit, and publish video projects as requested
8. Assist the Professional Staff in preparing media statements and emergency communications (e.g., natural disasters, tragedies).
9. Partner with other staff to maintain social media communications (Facebook, Instagram, YouTube, etc.)

Administration:

1. Serve as an extension of the Professional Staff by offering encouragement and compassion in communications with rostered and parish leaders.
2. Support the management of communications, educational and creative content as directed by the Professional Staff.
3. Assist the Professional Staff with their schedule, including coordination and implementation of meetings and activities.

4. Prepare accurate and properly formatted materials related to official acts and events

General:

1. Provide proofreading and editing support for synod publications.
2. Assist with Synod Assembly Communications as requested by the Director of Administration
3. Perform other duties as requested by the Bishop or Professional Staff

ACCOUNTABILITY AND EXPECTATIONS

1. Demonstrate an understanding of and commitment to the mission, vision, and values of the NWOS and the Evangelical Lutheran Church in America (ELCA)
2. Report to and meet with the Professional Staff on a regular basis, as mutually determined
3. Participate in NWOS staff meetings, retreats, and signature events
4. Commit to personal leadership development, spiritual formation, and professional continuing education
5. Maintain a high level of confidentiality

QUALIFICATIONS

1. Enthusiastic, self-starter, committed to God's mission in the NWOS and the world
2. Excellent communication and organizational skills, with proven ability to multitask, manage time effectively, and make sound decisions.
3. Ability to work independently and collaboratively with the Bishop and Professional Staff
4. Experience in communications and technology, with skills in Canva, Constant Contact, Adobe Suite, video editing software of choice, AI platforms, and standard office technology (printers, copiers, phones).
5. Willingness to learn and utilize NWOS database (PushPay Church Community Builder)
6. Valid driver's license, insurance, and willingness to travel throughout the synod as needed.