



Oregon Synod

Job Description for Synod Assembly Coordinator

Effective: 9/18/2024

Reports to: Synod Administrator

Status: Hourly (July-Oct. avg. 0-2 hours a week, Nov.-Dec. avg. 2-4 hours a week, Jan-June 2-8 hours a week). Synod Assembly is held online or in person, depending on the year, and the work is highly seasonal according to the event and event planning cycle. 75% remote/online 25% In person (events and meetings). Attendance at the multi-day in person events is expected (May 30-June 1, 2025)

FLSA: Non-Exempt

Job Summary

Through organization and leadership as part of the Assembly Planning team, the Synod Assembly Coordinator helps organize the planning and execution of the annual Synod Assembly event by implementing action from the assembly planning guide and as determined by the team. The core of this work is achieved through a project management approach, leading, communicating and coordinating activity in partnership with bishop's office staff, volunteers, and external organizations.

Essential Functions

- Implement guide for planning and executing the Synod Assembly event.
- Act as point of contact for assembly planning committees and event committees.
- Lead and influence stakeholders without direct authority.
- Update, review, prepare needed accompanying documents.
- Organize and maintain event registration using Regfox.
- Communicate with assembly volunteers, Synod Council Volunteers, Bishop's Office Staff, service providers (venue, supplies, A/V, etc.) to achieve tasks via phone and email.

Other Responsibilities

- Innovate, research, and create strategic proposals to staff and the Synod Council to achieve Synod Assembly participation goals.

Minimum Qualifications

- Experience organizing complex events.
- Demonstrated leadership managing and/or collaborating with volunteers.
- Knowledgeable and experienced with using Google Suite, Microsoft Office Suite (Word and Excel), and Adobe. Experience using Regfox a plus.
- Able to work independently while functioning as part of a team and attend twice monthly to weekly meetings (depending on season) on Zoom or in person with team and/or supervisor.
- Able to be physically present in 2025 in office for event preparation week of May 19th and at event May 29th-June 1st, 2025.

Physical Requirements

- Able to sit or stand while working on computer or phone for lengths of time.
- Able to plan to push, pull, or move carts and occasionally lift up to 30 lbs.
- Able to move physically freely at in-person event.

Core Competencies

- **Spiritual Awareness:** Whatever religious or non-religious beliefs are held, is able to demonstrate mutuality and respect for others, understanding that the polity and traditions of the Evangelical Lutheran Church in America (ELCA) guides the work of most of the individuals in the organization. Willing to learn about ELCA Lutherans as related to the project deliverables. Is able to become familiar with the Horizon, Stepping Stones, and Values of the Oregon Synod, ELCA and use them as a lens for interacting with others internally.
- **Interpersonal Skills:** Solutions-focused, positive approach. Demonstrates the ability to lead others with implied authority. Demonstrates clear written and spoken communication, assumes positive intentions in communication. Holds others accountable in a spirit of love. Openly accepts direction, criticism and constructive feedback. Engages people with a collaborative and optimistic spirit.
- **Project Management Skills:** Demonstrates medium-high level proficiency with Word, Excel, Google Suite. Able to pursue multiple streams of work simultaneously. Is capable of learning and assuming ownership of registration software for event. Able to be flexible/nimble in supporting volunteer collaborators with different online tool proficiency levels with kindness while holding healthy boundaries. Delegates, empowers, and holds leaders accountable. Works with collaborators to identify and hone process best practices, opportunities, and solutions.
- **Organizational Skills:** Has attention to detail and is able to focus on all areas of the project, using provided tools to set themselves and others up for success. Demonstrates a planning/proactive approach, rather than one that is procrastination-driven. Is committed to documentation.
- **Leadership Skills:** Has the ability and desire to be an Synod Assembly subject matter expert. Acts as key organizer for planning online event and for in-person events, and as an event lead and point of contact at in-person event. Creates and communicates vision, goals, and direction for the assembly planning team of staff and volunteers.

Wage and Benefits

- \$22/hour
- This position is eligible for holidays, time off for voting, and sick and vacation time.
- This position is not eligible for medical or retirement benefits
- Time sheets are due on the first day of each month. Pay periods are monthly.

The Oregon Synod is committed to both the spirit and the applicable legal requirements of equal employment opportunity and affirmative action. Consistent with this commitment, the continuing policy of this synod is to afford equal employment opportunity to qualified persons in all aspects of the employment relationship, including hiring, compensation, transfer, selection for training opportunities, and equity concerning layoffs, discharges, and retirement. It is the policy of this synod that all staff shall be treated fairly and equitably, and able to perform their duties in a safe environment.