



METROPOLITAN
WASHINGTON, D.C.
SYNOD ELCA

Position Description: Executive Assistant to the Bishop

About the Metropolitan, Washington D.C. Synod, ELCA:

Mission Statement: *By the inspiration of the Holy Spirit, we are called to cultivate a bold and boundless love for Jesus and God's beloved creation.*

The synod aims to witness to God's love, make disciples, and form the faith of God's people together with the synod's 25,000 baptized members in 67 faith communities throughout the Metropolitan Washington D.C. area. Our congregations are located in the District of Columbia, upper Montgomery County and south to the Quantico Marine barracks, the western shore of the Chesapeake Bay out to the foothills of the Blue Ridge mountains, and the island of Bermuda.

Position Summary:

Grounded in the inspiration of the Holy spirit and the love of Jesus, the synod shares its messages of hope and love with the synod and the world.

To this end, the Executive Assistant to the Bishop serves as the Bishop's administrator and oversees the administration of the synod office, including materials management and technology administration of the synod office as well as synod responsibilities such as roster management.

Duties:

- Attend staff meetings
- Manage the Bishop's Calendar, travel, expenses, and some correspondence
- Attend Synod Assembly Planning Meetings and serve as synod's liaison to the Team
- Compose and distribute letters and certificates to Synod members (i.e. Annual Synod Assembly email, Annual announcement of congregational form requirements, etc.)
- Manage the Synod's technology including hardware and software
- Manage the Synod's mail
- Manage all aspects of Synod Roster Matters
- Manage logistics for Synod events, including but not limited to the Bishop's Convocation and Leadership Academy Events
- Manage and maintain the Synod's digital and physical files, including a proposed overhaul of the files based on an audit



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- **Serve as the primary contact for Synod Background Checks
- Manage the Synod Office, including assets, office supplies, computers, software, and other platforms
- Assist the treasurer with administrative support for synod financial transactions
- Other duties as assigned

Qualifications:

- Bachelor's Degree or significant experience working as staff support at the executive level; If rostered, approved ELCA Roster Status;
- Excellent attention to detail, accuracy, and dependability
- Ability to multitask while prioritizing competing demands
- Ability to maintain confidentiality
- Excellent interpersonal skills
- Excellent written and verbal communication skills
- Prior experience managing Google Workspace
- Knowledge of the Evangelical Lutheran Church in America and the Metropolitan Washington, D.C. Synod
- Proficient in and managing licenses for the Microsoft Office suite, including but not limited to Word, Excel, and Power Point
- Proficient using and managing office technology including but not limited to Copy/Print/Scan Machine, Owl, etc.
- Proficient in and managing software including but not limited to creating/editing of PDFs, Zoom, Zoom phone, and Customer Relationship Management (CRM) software

Employment Type: Full-time, Hybrid, Monday-Friday and some weekends, with office presence at least three days per week; Core office hours are Tuesday-Thursday 9:00am-3:00pm

Salary Range: If not rostered, commensurate with experience; If rostered, according to compensation guidelines

Benefits: Minimum 2 weeks vacation; 10% of salary toward retirement; Health, Dental and Vision Benefits; IRS reimbursement for mileage; If rostered, according to synod compensation guidelines.

Interested persons should apply through this link: <https://forms.gle/cHky9EyJSDzFJ78H7>

Last Revised: 7/14/2026