

**Northeastern Pennsylvania Synod
of the Evangelical Lutheran Church in America
JOB DESCRIPTION
UPDATED: February 2024**

POSITION: Receptionist and Pulpit Supply Coordinator

OVERALL GOALS:

- *To share the Good News of Jesus Christ through the Synod's Vital Sign Goals, Vital Signs for Now, and Strategic Directions.*
- *Vital Sign Goal Focus for this position: GAINING STRENGTH*
- *Strengthen congregations by providing frameworks for scheduling supply ministers/congregations and a connecting point for people/ groups when they contact the Lutheran Center.*

SUPERVISORS: Dir. of Operations and Exec. Associate of the Bishop

HOURS AND COMPENSATION: Regularly 16 hours per week at \$20/hr, negotiable

COMPENSATION STATUS: part-time hourly, non-exempt

OFFICE LOCATION: Lutheran Center (2354 Grove Rd. Allentown, PA 18109)

BENEFITS: PTO (Paid Time Off)

PRIMARY ROLES AND RESPONSIBILITIES:

1. First contact for answering phones, Monday- Thursday (9:00am-1:00pm).
2. Greets walk in and scheduled visitors, including building maintenance individuals.
3. Schedule supply ministers for congregations in pastoral transition.
4. Communicate with supply pastors in matching them with congregations. Provide requested liturgical resources.
5. Develop collegiality among supply ministers.
6. Work with the appropriate Associate of the Bishop to communicate the supply request process.
7. Attend regular staff meetings.
8. Provide support for the office tasks of the Lutheran Center, including sorting mail.
9. Provide regular report of their work and congregational interactions to supervisors.
10. Other responsibilities, as applicable.

SKILLS AND QUALIFICATIONS

1. High School Graduate; higher education preferred.
2. 2+ years experience
3. Strong, clear, demonstratable communication skills
4. Excellent computer skills with MS Office Suite, especially Excel and mail merge functions, Zoom, Constant Contact, etc. Open to learning new programs.
5. Organized, proactive, timely, and enjoys working with people and sharing their stories.
6. Clear capacity to thrive in a collaborative and high-energy work environment, including the ability to work independently and interdependently.
7. Understanding of Christian faith and Lutheran traditions.