

**Northeastern Pennsylvania Synod
of the Evangelical Lutheran Church in America
JOB DESCRIPTION
UPDATED: December 16, 2024**

POSITION: Ministry Support Coordinator

OVERALL GOALS:

- *To share the Good News of Jesus Christ through the Synod's values of "Love. Heal. Engage." and strategic lanes of "Growing Young, Gaining Strength, and Going Beyond Death to Life."*
- *Strategic Lane for this position: GAINING STRENGTH*
- *Strengthen synodical ministries by providing support for 6261 Ministry Communities and Licensed Lay Ministry, working with and receiving direction from the Director for Evangelical Mission and Licensed Lay Ministry Coordinator.*

SUPERVISOR: Director of Operations

HOURS AND COMPENSATION: Part-Time (20-30 hours/week). Flexible schedule with some evenings required. Initial reviews at 30 & 120 days.

COMPENSATION STATUS: Salaried

OFFICE LOCATION: Occasional meetings at Lutheran Center (2354 Grove Rd. Allentown, PA 18109); ability to work remotely, some travel in the Synod required.

BENEFITS: Sponsorship through Portico Benefit Services; PTO

PRIMARY ROLES AND RESPONSIBILITIES:

With the Director for Evangelical Mission (DEM):

1. Manage the administration and flow of Gaining Strength cohorts (coordinating retreat location and registration, managing logistics, coordinating cohort Zoom meetings—along with reminders and attendance).
2. Provide coordinating support to 6261 Ministry Communities.
 - Be well-versed in the 6261 Ministry Community process in order to provide initial answers to general questions.
 - Collect information for the Bundle website.
 - Notify the DEM when congregations submit a Narrative Inventory Form.
 - Distribute and collate 6261 Ministry Surveys to each 6261 congregation.
 - Help coordinate the yearly Engagement Team retreat for each 6261 Ministry Community.
3. Assist with Deacon Recruitment tracking.
4. Assist with Witness and Service grant process.

With the Licensed Lay Ministry (LLM) Coordinator:

5. First contact with LLM applicants. Ability to answer questions or pass along to the LLM coordinator.
6. Maintain files and track progress of candidates in training. Assist with creating online database form process.
7. Work with with Leadership Support Coordinator, Executive Associate for Leadership, and DEM (for 6261 LLMs) to keep track of deployed LLMs and their mentors.
8. Assist LLM Training and Assessment Team
 - Help schedule meetings and training sessions for continuing education (candidates and deployed LLMs).
 - Attend Training and Assessment Team meetings, when requested
9. Maintain LLM Guidebook, literature, and website content.
10. Create and maintain master calendar for LLM events and timeline for each class.

General Responsibilities:

11. *Attend regular staff meetings. (negotiable based on the candidate)*
12. Provide frequent, coordinated updates to the DEM and LLM Coordinator. Also, provide reports to their supervisor.
13. Other responsibilities, as applicable.

SKILLS AND QUALIFICATIONS

1. College Graduate with 2+ years work experience.
2. Strong and demonstrable proficiency with MS Office apps, Zoom, social media, and Realm.
3. Strong writing and editing skills for emails, letters, flyers, and other office internal and external communication.
4. Project management skills and experience. Excellent multi-tasking; able to juggle multiple projects at various stages.
5. Excellent time-management and ability to proactively prioritize ministry tasks. Self-motivated and able to anticipate needs.
6. Demonstrable problem-solving and adaptive leadership skills.
7. Coachable with ability to take critique and instruction.
8. Willingness/aptitude to learn.
9. Events and meeting planning experience a major plus.
10. Ability to adapt and learn new communication and organization applications.
11. Highly proactive, collaborative, and likes to work with creative and innovative people.
12. Understanding of Christian faith and Lutheran traditions.