



## Office Administrator/Human Resources Manager

**Job Title:** Office Administrator/Human Resources Manager

**Reports to:** Bishop and General Secretary

**Department:** Administration, Human Resources

### General Purpose:

The Office Administrator/Human Resources position will supervise the Dallas/Fort Worth Continental Office, provide administrative support to the Bishop, General Secretary, Assistants to the Bishop, and Area Assistants to the Bishop. This person will serve as the Human Resources Manager for all staff.

### Essential Duties and Responsibilities:

- Oversees the calendars of the Bishop, General Secretary, and the Assistants to the Bishop.
- Serves as Office Manager, keeping the office running smoothly and efficiently.
- Completes or assigns administrative tasks needed by the Bishop and General Secretary.
- Records minutes of executive staff meetings when requested.
- Attends, records and distributes minutes from Executive Council meetings.
- Coordinates Candidacy Committee meetings, including arranging meeting space and lodging for committee members and candidates.
- Assists in the coordination of ordinations with the church and the ordination candidate.
- Coordinates and makes meeting and hotel arrangements for the Executive Council, Board of Regents, Commission on Theology and Doctrine, Life-to-Life Discipleship Committee, annual Pastors' Conference, Candidacy, and annual Deans' meeting.
- Works with Finance Director by providing receipts or other documentation incurred by travel arrangements or other expenses.
- Procure and maintain office equipment, as well as purchase supplies needed for office and missions.
- Train new employees on the Employee Handbook and inner workings of the office.
- Serves as Human Resources Manager for the entire staff. Responsible for onboarding new employees, setting up health care benefits, retirement plans, and PTO.

**Other Duties:**

- Availability evenings and weekends to assist with travel needs of the Bishop, General Secretary and Assistants to the Bishop
- Travel to and provide support assistance at NALC Convocation and Pastors’ Conference.

**Minimum Requirements:**

**Education:** High school diploma required; college degree in Business or Human Resources preferred.

**Experience:** Previous office experience required. Previous church body work experience preferred. Working from home required at times, in addition to the office. Willingness and eagerness to learn required.

**Faith:**

- This position must be held by an individual who is an active, involved member of an NALC or other orthodox Christian church and who is committed to the Church’s mission on earth. No other background can substitute for this requirement.
- Knowledge of Holy Scripture, Lutheran Confessions, Lutheran history, NALC Core Values and Constitution
- Understanding of NALC Leadership structure, Ecumenical commitments and relationships

**Skills:**

- Knowledge of Microsoft Office (Outlook, Word, Excel, Powerpoint)
- Excellent verbal and written communication
- Excellent customer service
- Ability to prioritize, plan and organize
- Ability to take the lead on projects and manage the administrative team

	SELDOM	OCCASIONAL	FREQUENT
Working Alone			X
Work with Others			X
Local Travel	X		
National Travel		X	

<b>Supervisory:</b> X Office Assistant	<b>Eligible for Overtime:</b> No	<b>Pay type:</b> Salary Starting pay range: \$21-25/ hour. Salary commensurate with experience and education.
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Submit resume and cover letter to Rev. Amy Little, General Secretary of the North American Lutheran Church: [alittle@thenalc.org](mailto:alittle@thenalc.org)