



Missioner for Administration

Position Description

Summary of Position

The Missioner for Administration is a full-time position in the Episcopal Church in Minnesota (ECMN). This individual provides primary administrative support to the operations of ECMN, ensures that hospitality is a key value in event planning and property management and is a key team player with the Bishop and other missioners.

Work Environment

This position requires a strong team player who is aware of the role the episcopate plays in maintaining the strength and vitality of ECMN. This person must be able to effectively communicate and interact with a broad range of individuals and constituencies. This person must be committed to supporting the mission and ministry of ECMN in all dimensions of the job, including some flexibility with personal work schedule to accommodate the needs of special events and conferences.

Essential Duties and Areas of Responsibility

The Missioner for Administration provides backbone support for the organization, which can be broken into three primary areas:

Property Management

- Maintains primary ministry of service and hospitality by ensuring that the ECMN office building is well maintained, open, and efficiently organized; includes handling registration and logistics for four rooms on the property available for wider ECMN or community use
- Serves as a liaison to the ECMN Trustees around matters of property

Event Planning

- Coordinates all logistics and reservations for ECMN events (Convention, conferences, retreats, meetings, School for Formation); includes overseeing necessary contracts, catering, nametags, etc.

Administration

- Responsibility for organizing office operations and procedures and coordinating supply requests with preferred vendors.
- Provides administrative support and resourcing for the Bishop, Missioners, Chancellors, elected bodies and faith communities in ECMN.

Specific Skills:

- Ability to extend and create spaces for hospitality
- Demonstrated ability to self-start
- Ability to manage, organize, and handle details accurately
- Effective oral and written communication skills
- Collaborative workstyle
- Ability to establish and maintain professional working relationships with a wide variety of individuals
- Proficiency in a wide range of technologies, including Microsoft Office, data management and property management programs
- Familiarity with or willingness to learn Episcopal Church structure and language
- Ability to multi-task and be responsible for several projects simultaneously
- Ability to continually improve planning and implementation processes
- Ability to maintain confidentiality

Experience and Education:

- Significant experience in administration
- Technical proficiency with office systems and software
- College degree or equivalent experience preferred

Benefits and Compensation:

- Salary commensurate with experience
- Full employee benefit package available, including medical, dental, pension, and paid time off

This position will remain open until filled, but we are looking to get the right person into this pivotal role as soon as possible, so if you're considering applying, please do so today!

Resumes and Cover Letters may be submitted to the Missioner for Ministry, Karen Olson at karen.o@episcopalmn.org.