



Grow in Grace Executive Assistant Position Description

Position Overview

Grow in Grace, the Institute for Pastoral Growth at Wisconsin Lutheran Seminary (WLS), is seeking an executive assistant who will work under the seminary's director of continuing education and partner with the **Grow in Grace** team to coordinate the work that supports WELS pastors.

Responsibilities

- Serve as a cheerleader for pastoral growth.
- Develop and maintain a Grow in Grace master calendar.
- Maintain Grow in Grace's policies and procedures.
- Provide day to day management of the Grow in Grace strategic planning process.
- Be the first contact for those seeking information from Grow in Grace.
- Maintain the Grow in Grace course catalog.
- Manage honoraria and reimbursement for regular and adjunct faculty.
- Provide logistical and administrative support for various Grow in Grace programs.
- Monitor Grow in Grace income and expenses.

Qualifications

Mindset and Personality

- A love for the public gospel ministry and those who serve in it.
- Servant-hearted leader.
- Multitask gracefully.
- Self-starter and self-manager.
- A team player.

Skills and Abilities

- Strong verbal and written communication skills and the ability to write with gospel-infused graciousness.
- Organized, conscientious, and detail oriented.
- Proficient in or willing to learn programs such as Microsoft Office, WordPress, Moodle, Constant Contact, Facebook, and Trello.

Professional Background

- Associate's or bachelor's degree in a related field or equivalent job experience is preferred.
- Confirmed member in good standing of a congregation in fellowship of WELS.
- Knowledge and/or professional experience also preferred in areas related to office management, project management, social media, event coordination, and customer relations.

Physical Demands & Work Environment

While performing the duties of this job, the staff member is regularly required to sit. This individual is frequently required to walk, use hands to finger, handle, or feel, and talk or hear. The staff member is occasionally required to stand and reach with hands and arms. This individual must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Compensation

This is a non-exempt, 30 hours per week, part-time hourly position with benefits. Very limited weekend or evening hours. Wage is negotiable and commensurate with experience. An offer of employment is contingent upon the candidate's satisfactory completion of a background check.

Application

Please send resume to Brian Treichel at brian.treichel@wls.wels.net or mail to Wisconsin Lutheran Seminary 11831 N. Seminary Dr., Mequon, WI 53092. Phone 262-242-8103.