

Hiring – Receptionist for the Northeastern Iowa Synod

The Northeastern Iowa Synod is dedicated to supporting its congregations and communities through leadership development, ministry resources, and fostering faith-based initiatives. Located in Waverly, IA, the Synod operates as a collaborative team committed to its mission of faith, service, and community impact.

Position Details

- Monday-Thursday, 8:30 a.m. - 4:00 p.m. and Friday from 8:30 a.m. – 12:30 p.m.
- Includes benefits (PTO, health, retirement)
- Reports to: Assistant to the Bishop (Administration)

Key Responsibilities

- Greet visitors and answer/direct phone calls
- Provide clerical support, correspondence, and data entry
- Maintain physical and digital files
- Assist with basic financial tasks, including daily deposits
- Support synod events and Synod Assembly preparation
- Order office supplies and assist with facilities needs

Qualifications

- Strong communication and interpersonal skills
- Experience working with the public
- Ability to maintain confidentiality
- Proficiency with Microsoft 365 (Realm experience a plus)
- Strong organizational and time-management skills
- Ability to lift up to 25 pounds
- Background check required

Why Join Us?

Join a mission-driven organization and support the ministry and service of the Evangelical Lutheran Church in America in a welcoming and collaborative environment.

How to Apply

Please send your resume and cover letter to Jan Glaspie at Glaspiej@neiasynod.org.