

POSITIONS AVAILABLE

Important reminder about background checks: Congregations are called to be safe places for all members, and every ELCA congregation is responsible to have established guidelines and policies protecting all members. When hiring church workers, please remember the importance of background checks. Your congregation should have official guidelines in place to safeguard members against abuse. For more information about background checks and guidelines: www.elca.org/backgroundchecks/

Administrative Assistant. The Northeastern Ohio Synod is seeking an administrative assistant to provide clerical support in the synod office. Must be proficient in Internet research/navigation and Microsoft Office Suite, including Word, Excel, Power Point and Publisher. Must also be proficient in using Gmail, Google Calendar, Google Drive, PDF, copy/print/scan machine. This person must be extremely organized and able to manage multiple projects simultaneously while meeting deadlines with minimal supervision. The administrative assistant will also have extensive interaction with pastors, congregational leaders, synod council members and others contacting the synod office, and must have excellent telephone and interpersonal skills and strong attention to detail. Because of the sensitive nature of the office of the bishop, this person must be able to maintain confidentiality. As part of a small staff, teamwork and cooperation within the office are essential. The position is half-time from March 1 and full-time beginning June 1. Please send resume with cover letter to office@neos-elca.org or mail to the Rev. Karl Biermann, Northeastern Ohio Synod, 1890 Bailey Road, Cuyahoga Falls, OH 44221 by January 31.

Music Coordinator & Bell Choir Director. St. Paul, Smithville, is searching for a music coordinator and bell choir director. Both positions include a Wednesday evening practice and Sunday morning worship when the individual choirs perform. Choir season runs from mid-September through late May. Anyone interested may contact St. Paul at (330) 669-2111 or stplc@sssnet.com

Youth Leader. St. Paul, Berea, is searching for a youth leader to help with their high school ministry program. This person should be present with the youth in worship at least twice a month and lead two youth events and a fellowship activity each month. The position will consist of approximately six to seven hours per week. The congregation's desire is for those who apply to be willing to become part of a church family, not just have a job. For more details, please go to www.stpaulberea.org