

NORTH AMERICAN DIVISION

JOB OPPORTUNITY

Applications for the job listed below will be accepted from the time of posting from **NORTH AMERICAN DIVISION** employees **WITH AT LEAST ONE YEAR OF SERVICE IN THEIR CURRENT POSITIONS.**

TITLE OF JOB: Administrative Professional / Editorial Assistant

DEPARTMENT: Secretariat (NAD/SEC)

SUPERVISOR: Associate Secretaries

LOCATION: Columbia, MD—On-site/In-office at the NAD Headquarters
NOTE: This position is not eligible for any type of regular remote or teleworking arrangement. For candidates living outside of the MD geographical area, relocation is required.

POSITION SUMMARY: Assists North American Division Associate Secretaries by performing diverse administrative assistant duties in an efficient and pleasant manner. Handles all affairs of the assigned administrator with the greatest care and confidentiality. Transcribes dictation of a complex and highly confidential nature and assists in designated administrative details using initiative, creativity and sound judgment. Requires knowledge of church policy and organizational structure, a high level of technical (well developed keyboard/computer, etc.) skills, high levels of tact, courtesy and other aspects of strongly developed interpersonal skills plus proven organizational skill to multitask.

AUTHORITY, ACCOUNTABILITY: Authority as granted by NAD administrators. Responds to the assigned administrator. There are specific guidelines to follow, but the work requires the ability to carry out duties and meet deadlines independently.

ESSENTIAL JOB FUNCTIONS:

Administrative Assistant

- Assists supervisors in preparation of various committee agendas; performs recording secretary functions for committees as assigned. This includes taking and producing minutes for review by supervisors and following the standardized notification process of committee actions.
- Processes incoming mail - opening, dating, sorting and distributing to departmental staff.
- Prepares and finalizes correspondence or other written material.
- Assists supervisors in planning events, preparing reports, special projects, etc., as requested.
- Handles affairs of the assigned administrators with the greatest care and confidentiality.
- Maintains a well-organized office, with efficient filing system.
- Assists in running master file system for all of Secretariat effectively.
- Schedules and maintains daily calendar of supervisors, as well as travel calendar.
- Composes letters and responses using good judgment.
- Screens telephone calls—responds to routine/non-routine inquiries.

Editorial Assistant

- Indexes minutes, files office copies and distributes copies to committee members.
- Provides assistance to the custodian of minutes, documents and records of the department or service, being able to retrieve the same when needed.
- Assists Associate Secretaries with publishing and editing articles and manuals.
- Assists in edits of the North American Division *Working Policy* for publication following Year-end Meeting.
- Assists in updating the Terms of Reference.
- Performs other work-related duties as may be assigned by supervisors.

EDUCATION/EXPERIENCE/CREDENTIALS: Bachelor's (BA/BS) degree with emphasis in office administration, English or related field including courses in desktop publishing/computer literacy. Appropriate successful work experience may be acceptable in lieu of scholastic requirements. Must be proficient in proofreading, editing and have proven clerical skills. Extensive experience in administrative support roles in various levels of denominational administrative offices preferred.

KNOWLEDGE AND SKILL: Well developed knowledge of principles, policies and beliefs of the North American Division, and the Seventh-day Adventist Church. Must exhibit initiative. Adaptable and able to evaluate priorities. Ability to perform administrative support duties with speed and accuracy without constant supervision.

Knowledge of up-to-date office procedures such as video conferencing, telephone techniques, office equipment (including word processing and spreadsheet programs, etc.), and English usage (spelling, grammar, punctuation, etc.). Position requires keyboard speed with high accuracy. Must be able to facilitate good communications among departmental staff, other departments, and outside personnel.

CONTACTS, ORGANIZATIONAL RELATIONSHIPS: Contact with many people, both internally and externally. Must have both a pleasant personality as well as good telephone manners. Must possess the ability to deal tactfully and effectively with own department personnel, others within the General Conference, North American Division and outside personnel. Must be able to effectively handle confidential information/situations at all times; and maintain high degree of loyalty and support for supervisor, department, North American Division, and Seventh-day Adventist Church.

If interested in the above position, please submit cover letter, resume, and completed NAD Employment Application to jobs@nadadventist.org. Find the application on the NAD website at www.nadadventist.org/careers.

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