

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: Chaplaincy Endorsement Specialist

DEPARTMENT: ACM

SUPERVISORS: Director

REMUNERATION GRADE/RATE: Full-Time Hourly/Non-Exempt (38 hours per week)

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: Responsible for being the initial point of contact for applicants interested in chaplaincy endorsement. Must understand the endorsement requirements and process, including the department's mission, vision, and policies. Responsible for forwarding the applicants' information to the appropriate Associate Director; monitoring and reviewing the applicants' progress with Director and Associate Directors. Capable of compiling spreadsheets of pertinent information including endorsement by discipline, ordination, prospective candidates for endorsement, and credentialed chaplains. Maintains a current list of endorsed Adventist chaplains.

AUTHORITY, ACCOUNTABILITY: Reports to the Director of Adventist Chaplaincy Ministries (ACM). Authority as delegated by supervisor. Responsible for assigned aspects of departmental field operations.

ESSENTIAL JOB FUNCTIONS:

- Serves as the initial point of contact for applicants inquiring endorsement on ACM website.
- Monitors ACM website and database.
- Understands the endorsement requirements and process.
- Forwards applicants' names to the appropriate Associate Director.
- Assists ACM Associate Directors with tracking and evaluating applicant's applications for endorsement.
- Updates the ACM Director regarding the status of the chaplaincy application process.
- Compiles spreadsheets of pertinent information including endorsement by discipline, ordination, prospective candidates for endorsement, and credentialed chaplains.
- Updates ACM website with ACM events, promotions, and military promotion boards results.
- Participates in monthly ACM committee and team meetings by taking minutes.
- Assists with preparation for virtual and in-person professional development training.
- Performs other duties and responsibilities as may be assigned or needed by the ACM Director.

EDUCATION/EXPERIENCE/CREDENTIALS: Bachelor's (BA/BS) degree in office administration or business-related field or certification from business college, including courses in typing and word processing/computer literacy. Successful work experience may be acceptable in lieu of scholastic requirements. Three or more years of office experience is needed to gain the skills and knowledge required to perform job duties. Bi-lingual (English/Spanish) preferred.

KNOWLEDGE AND SKILLS: Working knowledge of chaplaincy ministry in all settings is required. Knowledge of church policies, governance, organization, and proficiency in working with chaplain applicants. Self-directed, highly motivated and organized. Possesses strong problem-solving and analytical skills. Self-motivated, highly organized and detail oriented. Ability to work with church, government, and endorsing body officials.

Well-developed knowledge of principles, policies and beliefs of the North American Division and the Seventh-day Adventist Church. Exhibits extensive initiative; demonstrating originality and innovation to aid director in planning and organization. Requires the ability to evaluate priorities, maintain neatness and order, organize and exhibit a pleasant disposition in dealing with others. Requires accuracy and attention to detail. Requires a strong work ethic and the ability to self-judge work for quality assurance. Position requires keyboard speed and accuracy. Requires computer proficiency required, including the following computer skills—MS Word, Excel, Outlook, PowerPoint.

Must have the ability to work under pressure and with numerous interruptions. Absolute confidentiality required at all times. Excellent written and verbal communication skills required. Excellent knowledge of English usage (spelling, grammar, punctuation, etc.).

If interested in the above position please visit our site [CLICK HERE](#) to complete a NAD Employment Application. Or send email to jobs@nadadventist.org and follow instructions from response email.

This position will remain available until filled.

Posted:

March 14, 2024