

# 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:** Associate Director

**DEPARTMENT:** Office of Volunteer Ministries (NAD/OVM)

**SUPERVISOR:** Director

**REMUNERATION GRADE/RATE** Regular, Full-Time (Exempt)

**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:** Works directly with local unions and conferences to identify and establish missionary sites and urban centers of influence within the North American Division. Provides training in screening and selection of volunteers, organizing and conducting training programs, and evaluating their effectiveness during site visits. Assists with social media resources for marketing the programs and volunteer opportunities. Assists in designated administrative details using initiative and sound judgment.

**AUTHORITY, ACCOUNTABILITY:** Authority as delegated by the supervisor. Work is performed with minimal supervision. Responds to own supervisor. There are specific guidelines to follow, but the work requires the ability to carry out duties and meet deadlines independently.

### **ESSENTIAL JOB FUNCTIONS:**

- Initiates conversations and collaborates with Union and Conference administrators and leaders in the process of identifying, establishing and maintaining Centers of Influence (has some knowledge of their operation/purpose), especially within an urban ministry context.
- Work closely with other departments at the NAD.
- Works with marketing/social media specialists to promote service opportunities through social media and direct recruiting.
- Works with universities, colleges, churches and other sources to create recruiting programs.
- Provides assistance and training on screening, interviews, and selection of potential volunteers for placement at community sites within North American Division.
- Coordinates and deploys placement of volunteers with pre-selected program site.
- Creates resources to train selected volunteers in domestic, urban settings.
- Organizes and conducts annual training events for service providers (outreach ministries such as Centers of Influence, Universities, hospitals, anyone who received volunteers) as needed by the Director.
- Writes articles and features for publication in SDA magazines and/or journals.
- Generates correspondence required to answer inquiries, clarifies information/policy.
- Communicates with sites and volunteers on a regular basis and serves as a mediator for conflict resolution as needed.
- Works with and coordinates with the Adventist Volunteer Service program to process and deploy Missionaries.
- Gathers data and creates statistical/demographic reports to be used for NAD reporting and designing other projects.
- Identifies potential sources of funding through research and submits concept papers to potential donors.
- Performs other duties as assigned or requested by supervisor.

**EDUCATION/EXPERIENCE/CREDENTIALS:** Bachelor's (BA/BS) degree in social services, urban ministry or related field required. Course work or experience in urban and community services highly desired. Appropriate successful work experience may be acceptable in lieu of scholastic requirements.

A minimum 5 to 7 years of related work experience required to perform the essential functions of the job. Experience working at different levels within the church organization, i.e., conference, union, educational or other denominational institutions desired.

**KNOWLEDGE AND SKILL:** Specialization within the area of pastoral ministry, urban ministry and community services. Ability to organize, motivate and lead. Knowledge of principles, policies, and beliefs of the North American Division and the Seventh-day Adventist Church. Knowledge of church structure and organization, including committee procedures, etc. Knowledge and skill in appropriate methods of dealing with human behavior in various circumstances. Advanced command of language skills, including proficiency in verbal and written form.

Ability in strategic planning, leadership, and organization. Ability to perform administrative functions; develop long- and short-term plans and programs to effectively evaluate work accomplishments; and to establish and maintain effective relationships with internal/external personnel. Must possess advanced ability to effectively present facts and recommendations in oral and written form.

Ability to delegate, supervise and assist employees in personal and professional growth.

**CONTACTS, ORGANIZATIONAL RELATIONSHIPS:** Must possess the ability to deal tactfully and effectively with own departmental personnel, others within the North American Division and outside personnel on a daily basis. Individual must remain calm under pressure and exhibit courtesy, diplomacy and kindness at all times, both in person and on the telephone. Individual must exhibit ability to effectively handle confidential information/situations at all times and maintain a high degree of loyalty and support for the supervisor, department, North American Division and Seventh-day Adventist church.

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

**Posted: December 11, 2023**