

# 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:** Assistant Director

**DEPARTMENT:** Hispanic Media Ministries (NAD- PRE/MM)

**SUPERVISOR:** Vice President, Multilingual Ministries

**REMUNERATION GRADE/RATE** (Exempt)

**LOCATION:** Columbia, MD

**POSITION SUMMARY:** The position provides for the coordination and promotion of Esperanza TV Channel as well as collaboration of La Voz and to interested lay people and clergy with the purpose of raising funds for increased programming production. The position requires knowledge of church policy and organizational structure, excellent fund-raising skills, good public speaking ability, and technical (well-developed keyboard/computer, etc.) skills. High levels of tact, friendliness and other aspects of strongly developed interpersonal skills plus proven organizations skills are also required.

**AUTHORITY, ACCOUNTABILITY:** Work is coordinated through the office of NAD Vice President for Multilingual Ministries and reviewed by an Advisory group that has been put together by this VP.

The Advisory group will have the authority to allocate funds raised, and to meet any other expenses related to the ESPERANZA TV ministry. It is agreed that funds for production and other related expenses will be held at the designated location where the donor's funds are sent to.

### **ESSENTIAL JOB FUNCTIONS (also see attached sheet):**

- Assist the Vice President for Multilingual Ministries as needed and requested by the Vice President.
- Assist the VP in the coordination of Multilingual Ministries of the North American Division, via development and implementation of evangelistic initiatives.
- Coordinates, promotes and fundraises to achieve success for the following: La Voz, ETV and coordination of "El Centinela."
  - Ensures all three entities are working together and not as separate/or independent of each other.
  - Responsible for overseeing the promotion of materials prepared by each ministry.
  - Promotes and coordinates all content that is uploaded and shown through ETV.
  - Manages effective fund-raising events.

Esperanza TV Manager

- Promote and raise funds for the ESPERANZA TV ministry through personal contacts, church visitation, camp meetings, convocations and conventions as well as through normal funds raising methods in publications and direct mail, as the Vice President shall direct.
- Develop names for database to utilize for promotional mailings.
- Increase the number of viewers of Esperanza TV Channel.
- Uses all media platforms and builds collaboration.
- Work on the development of marketing brochures and promotional material for Esperanza TV Channel.
- Other work-related projects and tasks as requested.
- Sign-up individuals for the plan “Discipulos de Esperanza.”
- As requested by the Vice President, spend week-ends visiting churches to sign-up people for “Discipulos de Esperanza” and selling the different DVD/NET series plus any other ETV material that might be available.

#### La Voz de la Esperanza Coordinator

- Serves as coordinator of La Voz.
- Reviews and presents a yearly budget for La Voz and works with Director/Speaker to stay within the voted budget.
- Works with the AMM Treasurer regarding the budget.
- Builds reserves and RWC for La Voz.
- Develops and Implements a Marketing Strategy for La Voz.
- Develops and implements a plan to secure funds from donors for La Voz Ministry.
- Continues strengthening the “Descubra” Bible Studies Course, and the marketing/distribution of the Course.
- Develops a Ministry plan to have 2 major Evangelistic Crusades per year, in “significant growth potential cities” with the following goals:
  - Establish a Small Group Ministry with the Churches in the area
    - Have 250-500 new students request and begin the “Descubra” Bible Studies Course.
    - Establish Churches serving as “Franchises” of La Voz.
    - Assist the Speaker/Director with scheduling\* and communication with Conferences and Unions in the North American Division.
    - Outside of the North American Division (Limited travel as approved by VP for Multilingual and NAD Administration).

**EDUCATION/EXPERIENCE/CREDENTIALS:** Experience in a comparable work environment is required. A Bachelor’s (BA/BS) degree required. Master’s degree or Doctorate preferred. Knowledge and proof of successful fund-raising techniques is mandatory. Fluency in Spanish (speaking, reading and writing) is required.

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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](mailto:jobs@nadadventist.org) and follow instructions from response email.

**Posted:**

**Thursday, October 21, 2021 @ 3:30 p.m.**

**This notice will expire:**

**Wednesday, October, 27, 2021 @ 3:30 p.m.**

