

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: Professional Services (NAD-PS)

SUPERVISOR: Director, Professional Services

REMUNERATION GRADE/RATE Regular Full-Time (Exempt)

POSITION SUMMARY: The Associate Director serves alongside the Director to administer the work of the North American Division, to further the objectives of the Seventh-day Adventist Church and its mission in the following areas:

ESSENTIAL JOB FUNCTIONS:

- Strategically empowers a team of professionals to include graphic design specialists, digital marketing specialist, social media specialists, media services specialists, video editing, web design, web maintenance, and newsletter content creators. Uses the internet, mobile, and social media platforms to meet the *diverse* needs of others and to reach North America with the distinctive Christ-centered, Seventh-day Adventist message of Hope and Wholeness.
- Creates a talent agency of external creatives, which will include vetted and maintains a list of independent contractors for outsource work and will serve as a point of contact on behalf of the departments.
- Ensures the use of relevant project management software to track project status and initiates and modifies team assignments.
- Supervises and directs workers, materials, software usage.
- Prepares departmental budget and track metrics related to time, requests, cost, and staff allocation per project.
- Engages in the hiring process, trains, mentors, and evaluates staff and sets schedules for work, balance of work assignment, and time off for all direct reports.
- Liaises with departmental directors, associate directors, and other department contacts and the status of the projects, as part of the overall creative process. Oversees projects to ensure effective and timely delivery of predetermined results.
- Demonstrates a thorough understanding of service level agreements (SLA) for all applicable project covered by the pool and be able to educate direct reports and departmental directors, associate directors, and other department contacts on such protocols.
- Gains buy-in from assigned vice president and NAD leadership on the key performance objectives of the department.
- Promotes and accomplishes brand consistency in all projects by working collaboratively with NAD Communication.

EDUCATION\EXPERIENCE/CREDENTIALS: Bachelor's (BA/BS) degree in communication, marketing, advertising, theology, or equivalent required. Masters degree preferred. A minimum of 3 – 5 years leading teams. Experience with online evangelism, digital marketing and strategy is preferred. Project Management Certification is desired.

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.

Posted: June 8, 2021 @5:00 p.m.