

# 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:** Professional Services Specialist/Project Manager

**DEPARTMENT:** Professional Services (NAD-PS)

**SUPERVISOR:** Director, Professional Services

**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:** Provides support to NAD departments and ministries in the areas of project management as assigned to the Professional Services department. This may include, event budgets, supervision of event volunteers, while applying the principles of project management. The functions of this position will be executed with a high level of quality, creativity and professionalism. Ministry projects and initiatives may include support of conventions, advisories, and functions both local to the NAD building and across the territories of the NAD as requested. This position is located in Columbia, MD and work is to be performed on-site.

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

### ESSENTIAL JOB FUNCTIONS:

- Team lead on various assigned projects, tracking timely deliverables of designs.
- Coach and train team members, directors, and staff on project management tools, work flows and task management to include Monday.com
- Tasked with daily, and weekly monitoring and reporting to mitigate issues and meet established deadlines.
- Compile weekly and monthly project progress reports for department.
- Maintain catalog of workflow for department and repurposing possibilities.
- Be POC and maintain list of independent design contractors, multi-media and social media services, vendors and volunteers
- Manage assigned budget for project procurement and services as directed.
- Develop marketing project management for new initiatives and assigned projects.
- Innovative thinking with exceptional attention to detail.
- Demonstrate empathy, patience, advocacy, diplomacy and strong conflict resolution skills in all areas of work.
- Use budgetary planning and forecasting concepts to assist the departmental leaders in creating and analyzing budgets for each ministry program to minimize excess expenditure.
- Create process maps for each ministry program to track deliverables and maintain all related databases for the program.
- Communicates regularly with the departmental directors on the status of resources, ministry program criteria, procedures and techniques for the execution of planned events.
- Be able to manage and retrieve high volume of data related to ministry programs and sub-projects.
- Handle all program or project related inquiries tied to the current or past projects. Keep historical records of event debriefs.
- Researches policies, procedures and other related resource libraries to make recommendations that will assist departmental director in administering ministry programs or sub-projects.

**EDUCATION/EXPERIENCE/CREDENTIALS:** Bachelor's (BA/BS) degree required. Successful work experience may be acceptable in lieu of scholastic requirements. Experience in not-for-profit program administration, volunteer management, an aptitude for computers, editing, writing and production is desired. Three or more years of demonstrated aptitude or relevant work experience is needed to gain the skills and knowledge required to perform job duties. Project Management Professional (PMP) or relevant certification is a plus.

**KNOWLEDGE AND SKILL:** Well developed knowledge of principles, policies and beliefs of the North American Division, and the Seventh-day Adventist Church. Highly self-motivated, flexible and open to feedback, best practices and change. Trustworthy, reliable and ability to multi-task while remaining calm under pressure.

Position requires keyboard speed with high accuracy, competence with emerging computer technology, internet usage, and a strong working knowledge of Microsoft Word, Microsoft Excel, Microsoft PowerPoint. Must be a true team player with good interpersonal among departmental staff, other departments, and outside personnel. High levels of tact, friendliness, and other aspects of strongly developed interpersonal skills plus proven organizational skill.

**PHYSICAL REQUIREMENTS:** Must be able to read, speak and hear. Must be able to effectively communicate both orally and in writing. Inasmuch as the incumbent is an exempt employee, when they are not traveling, it is expected that the individual will work the hours required to complete assignments (i.e. no less than 38 hours per week in the office building during the core hours of 8:00am to 6:00pm Mondays to Thursdays as referenced in the NAD employee handbook). Any adjusted work schedules supported by supervisors should ensure that the employee is available to work core hours in the office building no later than 9:00am and departing no sooner than 4:00pm.

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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: Thursday, September 28, 2023**