

# 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:** Senior Office Assistant (Full Time)  
**DEPARTMENT:** Philanthropic Service for Institutions (NAD-PSI)  
**SUPERVISOR:** Lilya Wagner, Director

### ESSENTIAL JOB FUNCTIONS:

- Be consistently visible and present at the front desk of the department, respond to e-mail and phone inquiries ASAP and handle or transfer to appropriate staff.
- Maintain resource library including books and periodicals and manage their circulation among staff.
- Assist with information dissemination through the preparation of announcements, maintaining personalized contact lists and coordinating special events information distribution.
- Maintain workroom materials and contents, organize as needed, assist staff in locating items.
- Support the management and assist in updating the department's database.
- Manage monthly e-blast communications and handle responses and inquiries.
- Explore possibilities and be part of team in developing relationships with nontraditional constituent groups.
- Support two PSI programs, Career Opportunities and Model for Academy Philanthropy, upon request.
- Coordinate logistics and provide support at PSI events.
- Respond to telephone inquiries and requests for professional resources and refer these to appropriate PSI staff.
- Acquire knowledge on an on-going basis of industry principles and latest best practices and share as needed with PSI staff, clients and constituents.
- Report quarterly to director on services rendered to constituency.
- Responsible for department's archiving system.
- Promote PSI's services and offerings at all given opportunities.
- Responsible for ordering office supplies.

**EDUCATION/EXPERIENCE/CREDENTIALS:** Bachelor's (BA/BS) degree in office administration or business-related field or certification from business college, including courses in in typing, word processing/computer literacy and desktop publishing. Appropriate successful work experience may be acceptable in lieu of scholastic requirements. At least three years successful office experience are needed to gain the skills and knowledge required to perform job duties.

**KNOWLEDGE AND SKILL:** 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 directors 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 details. Requires a strong work ethic and the ability to self-judge work for quality assurance. Requires knowledge of up-to-date office procedures such as filing, telephone techniques, office equipment (including the following computer skills – MS Word, Excel, Outlook, PowerPoint, InDesign and Pagemaker) and English usage (spelling, grammar, punctuation, etc.). Must have the ability to work under pressure and with numerous interruptions. Position requires keyboard speed and accuracy. Absolute confidentiality required at all times; knowledge of church employment policies and practices helpful. High degree of computer proficiency required. Excellent verbal communication skills required.

---

If interested in the above position please click here → [NAD Employment Application](#) and return electronically to [jobs@nadadventist.org](mailto:jobs@nadadventist.org)

**Posted:**  
**Thursday, January 03, 2019 @ 5:30 pm**