

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)

SUPERVISORS: Director

CLASSIFICATION: Full-Time / Exempt

REMUNERATION RANGE / ANNUAL SALARY: 96% - 108% / \$99,040.64 - \$110,510.72

BENEFITS: Healthcare, flexible spending accounts (FSA), life insurance, long-term disability, retirement, continuing education, student loan repayments, moving/relocation assistance, tuition assistance for students who attend Adventist schools, paid time off for holidays, along with paid vacation and sick leave.

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: Serve as an associate to the department Director in the planning, implementation, coordination, and management of assigned areas in the department. Responsibilities include administering the work of the North American Division, through mass media communication in the North American Division territory, and working in counsel with the North American Division President to further the objectives of the Seventh-day Adventist Church and its mission.

AUTHORITY, ACCOUNTABILITY: Authority as delegated by the supervisor. Work is performed with limited supervision. Assignments are routine and performed essentially independently, referring problems, concerns, etc., to the supervisor for help. The work requires the ability to carry out duties, exercise discretion and independent judgment, and meet deadlines independently. Supervises others.

ESSENTIAL JOB FUNCTIONS:

- Empowers a team of mass media communicators, in conjunction with the supervisor, including graphic design specialists, digital marketing specialist, social media specialists, media services specialists, video editors, web designers, web maintenance personnel, and newsletter content creators. Uses 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 pool of vetted external creatives, maintains a list of independent contractors for outsourced work, and serves as the primary point of contact on behalf of the departments.
- Ensures the use of relevant project management software (Monday.com) to track project status and initiates and modifies team assignments.
- Supervises and directs workers, materials, software usage.
- Supports supervisor in the preparation of the departmental budget and tracks 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 monitor 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 projects and be able to educate direct reports and departmental directors, associate directors, and other department contacts on such protocols.
- Gains buy-in from assigned director 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.
- Performs other duties as assigned by supervisor.

EDUCATION/EXPERIENCE/CREDENTIALS: A Bachelor's degree (BA/BS) in a related field such as communication, marketing, advertising; a Master's degree is preferred. Project Management Certification is desired. Appropriate successful work experience may be acceptable in lieu of scholastic requirements.

Professional experience should include an estimated minimum of eight years, with denominational experience strongly preferred. Experience should demonstrate increasing responsibility and competence in managing departmental functions, programs, or specialized operations.

KNOWLEDGE AND SKILL: 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 to perform administrative functions; develop long- and short-term plans and programs to effectively evaluate work accomplishments; 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 organize, lead and motivate. 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. Employee must remain calm under pressure and exhibit courtesy, diplomacy, and kindness at all times, both in person, on the telephone and written communications. Employee must exhibit the 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.

PHYSICAL REQUIREMENTS: Must be able to read, speak, and hear. Must be able to effectively communicate both orally and in writing in English. Inasmuch as the incumbent is an exempt employee, it is expected that the individual will work the hours required to complete assignments and hold regular office hours (i.e., no less than 38 hours per week in the office building during the core hours of 8:00 am to 6:00 pm, 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 in the office building no later than 9:00 am and departing no sooner than 4:00 pm. Extensive travel may be required throughout the North American Division territory.

WORKING CONDITIONS: Essential responsibilities are primarily performed in a standard office environment with minimal discomfort. Work is typically sedentary and performed under normal conditions in well-lighted and ventilated areas. Employee should expect irregular hours, including evenings and weekends. On-site supervision of departmental operations may be required. When traveling, the employee may be expected to utilize various modes of transportation, including trains, planes, and automobiles. Travel may involve complex itineraries, multiple days away from the primary work location, and overnight stays throughout the North American Division territory.

EQUAL EMPLOYMENT OPPORTUNITY:

The North American Division of Seventh-day Adventists® (“NAD”) is an equal opportunity employer which does not discriminate in employment policies and practices on the basis of race, national origin, gender (except for positions requiring ordination), color, age, marital status, disability, or any other basis prohibited by law. The employment practices of the church reflect religious preferences in harmony with the United States Constitution and controlling law, and it, therefore, hires only Seventh-day Adventist Church members in regular standing.

AT-WILL EMPLOYMENT:

Employment with the North American Division is at-will. This means that either you or the North American Division may terminate the employment relationship at any time, with or without cause or notice, as long as it is not in violation of applicable federal or state laws.

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.

This position will remain available until filled.

Posted:

July 14, 2025