

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: Executive Assistant I

DEPARTMENT: NAD—SEC

SUPERVISORS: Executive Secretary

CLASSIFICATION: Full-Time Hourly/Non-Exempt (38 hours per week, Monday - Thursday)

REMUNERATION GRADE/HOURLY RATE: Grade 7, \$27.62 - \$38.77

BENEFITS: Healthcare, flexible spending accounts (FSA), life insurance, long-term disability, retirement, continuing education, student loan repayment assistance, 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: Assists North American Division Executive Secretary by performing diverse duties in an efficient manner, handling all affairs with the greatest care and confidentiality. Reviews/edits correspondence and prepares reports of a complex and highly confidential nature and assists in designated administrative details using initiative and sound judgment. Requires knowledge of church policy and organizational structure with the ability to use this information to guide work and decision-making processes.

AUTHORITY, ACCOUNTABILITY: Authority as granted by NAD administrators. Responds to the Executive Secretary. There are specific guidelines to follow, but the work requires the ability to carry out duties, use discretion and independent judgement and meet deadlines independently. Requires office leadership of other support staff and scheduling/prioritizing of office projects.

ESSENTIAL JOB FUNCTIONS:

- Handles responsibilities and information with discretion and confidentiality.
- Updates/maintains North American Division Secretariat website.
- Inputs and maintains current data on website regarding authorized meetings.
- Maintains a well-organized office, often in the absence of supervisor, with efficient filing system (may include both paper and digital filing systems). Sets up master file system for all of Secretariat.
- Schedules and maintains daily calendar of the Executive Secretary, as well as travel calendar; makes travel and lodging arrangements as needed with the ability to handle complex itineraries. Utilizes sound judgment in making decisions in regards to travel appointments.
- Composes and edits correspondence, reports and presentations independently using discretion and good judgment.
- Screens and prioritizes telephone calls and emails—responds to routine/non-routine inquiries.
- Assists Executive Secretary with publishing and editing articles.
- Takes the lead on edits of the North American Division *Working Policy* for publication following Year-end Meetings; maintains contact with Pacific Press Publishing during publication, and distributes final copies internally and throughout the North American Division.
- Assists supervisor in preparation of various committee agendas, including ADMIN, NADCOM and Year-end, including communication with committee members

- Serves as the Executive Secretary's project manager for Year-end meetings, taking on a significant role prior to the meetings, during the meetings and after the meetings for wrap up. Responsibilities include:
 - Produces Year-end meeting program booklet.
 - Runs the registration process for Year-end meeting.
 - Oversees the process of administering the annual Conflict of Interests, ensuring all forms are collected on time.
 - Secures a caterer for the delegates.
 - Ensures a visible presence during the meetings, offering assistance to the Executive Secretary to ensure the meetings run smoothly.
 - Additional responsibilities as assigned by the Executive Secretary.
- Performs recording secretary functions for the Credentials and Licenses Committee. This includes taking and producing minutes for review by supervisor and following the standardized employee notification process of committee actions. Indexes minutes, files office copies and distributes copies to committee members. Also gathers data from entities to coordinate and process credentials.
- Oversees logistical matters associated with Executive Secretaries council meeting.
- Assists supervisor in preparing reports, special projects, etc., as requested.
- Plans and organizes social activities for the department as requested.
- Performs other work-related duties as assigned by supervisor.

EDUCATION/EXPERIENCE/CREDENTIALS: Bachelor's (BA/BS) degree with emphasis in office administration, English or related field including courses in desktop publishing/computer literacy. Appropriate successful work experience may be acceptable in lieu of scholastic requirements. Must be proficient in proofreading, editing and have proven clerical skills. Extensive experience in administrative support roles in various levels of denominational administrative offices preferred. International Association of Administrative Professionals Certification (CAP) preferred.

KNOWLEDGE AND SKILL: Well-developed knowledge of principles, policies and beliefs of the North American Division and the Seventh-day Adventist Church. Must exhibit initiative; being original and innovative to aid supervisors in planning and organization. Adaptable and able to evaluate priorities. Ability to perform duties with speed and accuracy without constant supervision.

Knowledge of up-to-date office procedures. Advanced Microsoft Office skills, including Word, PowerPoint and Excel. Must possess the ability to learn new software applications as needed to perform job functions. Advanced writing and English usage (spelling, grammar, punctuation, etc.). Possess the ability to perform technical responsibilities with speed and accuracy. Must have the ability to work under pressure and with many interruptions. Absolute confidentiality required at all times; required assistance in facilitating strong positive communications among departmental staff, other departments and outside personnel.

CONTACTS, ORGANIZATIONAL RELATIONSHIPS: Must possess the ability to deal tactfully and effectively with own department personnel, others within the North American Division, General Conference, and outside personnel on a daily basis. Must be able to effectively handle confidential information/situations at all times and maintain high degree of loyalty and support for supervisors, department, North American Division, General Conference, and the Seventh-day Adventist Church.

PHYSICAL REQUIREMENTS: Position primarily requires sitting and doing close visual work. Must be able to see, read, speak and hear. Must be able to effectively communicate in English both orally and in writing. This is a full-time, non-exempt position. The nature of the role requires 38 hours per week, Monday – Thursday, with the expectation that work is performed on-site during regular business hours as defined in the employee handbook. Additional hours may be necessary based on workload and responsibilities, which includes evenings and weekends. Some standing, walking, bending, kneeling, carrying of light items, etc. required.

WORKING CONDITIONS: Essential responsibilities are performed in sedentary and comfortable manner. Tasks are usually performed under normal office conditions with little or no noticeable discomfort. Work area is well-lighted and ventilated. May occasionally be required to climb or balance; and stoop, crouch or crawl. Position will rarely require travel, however any travel both local

and out of the area occurs only as requested by the supervisor and approved by HRS Committee. Travel will be in accordance with the North American Division employee handbook. This is not a telework position. Conditions may be difficult on itinerary with some irregularity in hours.

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:

June 29, 2025