

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: Software Developer and Engineer

DEPARTMENT: NAD-SEC (70%) / OVM (30%)

SUPERVISORS: Executive Secretary / Director

CLASSIFICATION: Full-Time / Exempt

REMUNERATION RANGE / ANNUAL SALARY: 88% - 101% / \$85,272.96 - \$97,439.92

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

This position requires the development and maintenance of specialized software and database systems to support the North American Division's Secretariat and Office of Volunteer Ministries (OVM). The successful candidate will lead the development of the NAD Secretariat Software, which supports calendaring, agenda preparation, terms of reference, and minute record management. In addition, this position will maintain the OVM database and contribute to expanding eAdventist's messaging capabilities. The role requires a high level of independent judgment and discretion and involves direct collaboration with both departments to meet technical needs.

AUTHORITY, ACCOUNTABILITY

Work is performed with limited supervision. There are specific guidelines to follow, but the role requires the ability to carry out duties, exercise discretion and independent judgment, and meet deadlines independently. Responds to supervisor.

ESSENTIAL JOB FUNCTIONS

- Designs, develops, tests, and maintains the NAD Secretariat Software in C# within the .NET framework.
- Builds modules that support scheduling, agenda tracking, terms of reference, and meeting minutes.
- Maintains the Office of Volunteer Ministries database and ensures its stability, scalability, and accessibility.
- Programs in PHP using the Yii2 framework to develop web-based tools and functionality
- Integrates and expands eAdventist's messaging capabilities in collaboration with the Secretariat department.
- Conducts code reviews, debugging, and performance tuning to ensure efficient functionality across all supported applications.
- Creates technical documentation for applications and systems for maintenance and future development.
- Works closely with stakeholders to gather and assess system requirements and translate them into scalable solutions.
- Participates in regular team and cross-departmental meetings to communicate progress and receive feedback.

- Ensures that all developed applications comply with organizational policies and data privacy standards.
- Performs other duties as assigned or requested by supervisor.

EDUCATION/EXPERIENCE/CREDENTIALS

Bachelor's (BA/BS) degree in computer science or related field. Relevant and successful work experience may be acceptable in lieu of academic requirement. A minimum of 3 years' experience is desired. Experience with modern programming languages such as Python, Java, C#, and JavaScript. Familiarity with cloud platforms, CI/CD pipelines, automation tools, and database management systems is preferred.

KNOWLEDGE AND SKILL

Must have hands-on experience developing in C# with the .NET framework and PHP using Yii2. Strong knowledge of MySQL database management, version control (e.g., Git), and agile development practices is essential. Ability to translate functional needs into robust software solutions is required. Excellent troubleshooting skills, project organization, and attention to detail are critical.

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. Requires well developed knowledge of church employment policies and practices.

CONTACTS, ORGANIZATIONAL RELATIONSHIPS

Must possess the ability to deal tactfully and effectively with work colleagues, others within the General Conference, North American Division, and outside personnel, including virtual team. Individual must remain calm under pressure and exhibit courtesy, diplomacy, and kindness always, both in person and via the telephone. Individual must always exhibit ability to effectively handle confidential information/situations and maintain high degree of loyalty and support for supervisor/director, department, virtual team, General Conference, North American Division, and the 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. Inasmuch as the incumbent is an exempt employee 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).

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 sit; 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 authorized by supervisor. 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:

May 27, 2025