

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: Administrative Professional II

DEPARTMENT: NAD—MM (50%), EMS (25%), MPS (25%)

SUPERVISORS: Director

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

REMUNERATION GRADE/HOURLY RATE: Grade 6, \$24.45 - \$34.88

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: Performs diverse administrative duties for department director. Assists in designated administrative details using initiative and sound judgment. Requires knowledge of church policy and organizational structure, a high level of technical (well developed keyboard/computer, etc.) skills, high levels of tact, friendliness, and other aspects of strongly developed interpersonal skills plus proven organizational skill.

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

ESSENTIAL JOB FUNCTIONS:

- Provides support to a minimum of two or more departmental directors. This may include support of multiple departments.
- Provides support and assignment oversight and guidance to floaters and student workers.
- Maintains a well-organized office, often in the absence of a supervisor, with an efficient filing system, which includes setting up and maintaining departmental files.
- Screens telephone calls—responds to routine/non-routine inquiries using standardized formats; refers unusual or complex inquiries to supervisor or other appropriate offices; sends and responds to e-mail.
- Processes incoming and outgoing mail—packaging, readying for mailing, opening, sorting, and distributing to departmental staff.
- Periodically updates the departmental shared calendar.
- Collects and sorts, various ministry materials on behalf of the department.
- Processes all routine purchase orders, check requests, invoices, expense reports, direct bill applications, and travel authorizations on a timely basis as requested and assigned by the supervisor(s).
- Prepares agendas, minutes, reports, and other committee documents, as requested. Also, transcribes correspondence and other written materials.
- Maintains departmental records. Scans incoming documents as needed and maintains electronic files, archives and or disposes of dated files based on the department's records retention schedule.
- Coordinates travel for supervisor as requested; makes transportation and lodging

arrangements associated with business travel.

- Serves as database assistant by entering and managing data within the department's database software. Ensures that information is accurately entered in the system and follows proper procedures for formatting and securing data.
- Proofreads outgoing correspondence for accuracy and clarity.
- Assists in tracking meetings on the NAD Events platform, Bizzabo. Provides content or updates event trends and tips for educational presentations.
- Prepares thank you gifts for partner vendors and Christmas cards for distribution toward the end of the year.
- Serves as the department's liaison with Information Technology Services for troubleshooting any hardware or software programs that occur within the department.
- Travels occasionally in accordance with the relevant employee handbook policy, as approved by supervisor and NAD Human Resource Committee.
- Assists the Front Desk by providing coverage during receptionist breaks as needed.
- Performs other work-related duties as assigned by supervisor.

EDUCATION/EXPERIENCE/CREDENTIALS: Bachelor's (BA/BS) degree in office administration or business-related field or certification from business college, including courses in typing and word processing/computer literacy. Successful work experience may be acceptable in lieu of scholastic requirements. Three or more years office experience is 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. Must exhibit initiative. Adaptable and able to evaluate priorities. Ability to perform administrative support duties with speed and accuracy without constant supervision.

Knowledge of up-to-date office procedures such as filing, telephone techniques, office equipment (including computer, etc.), English and Spanish usage (spelling, grammar, punctuation, etc.). Position requires keyboard speed with high accuracy. Must be able to facilitate good communications among departmental staff, other departments, and outside personnel.

CONTACTS, ORGANIZATIONAL RELATIONSHIPS: Contact with many people, both internally and externally. Must have both a pleasant personality as well as good telephone manners. Must possess the ability to deal tactfully and effectively with own department personnel, others within the General Conference, North American Division, and outside personnel. Must be able to effectively handle confidential information/situations at all times; and maintain high degree of loyalty and support for supervisor, department, General Conference, 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. Some standing, walking, bending, kneeling, carrying of light items, etc. required. Standard work hours, as defined in the North American Division Employee Handbook, are required.

WORKING CONDITIONS: Essential responsibilities are performed primarily in a sedentary and comfortable manner. Tasks are usually performed under normal office conditions with little or no noticeable discomfort. The work area is well-lit and ventilated. Any request for travel **must** have the department director and NAD Human Resources Committee prior approval. Travel will be in accordance with the North American Division employee handbook. Overtime is rarely required and never permitted without the supervisor's prior approval.

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:

October 22, 2024