

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: Assistant Director

DEPARTMENT: Health Ministries (NAD/HM)

SUPERVISORS: Director

REMUNERATION GRADE/RATE: Full-Time Hourly/Non-Exempt (38 hours per week)

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: The Assistant Director acts as a key collaborator with the department Director in planning, implementing, coordinating, and managing assigned areas within the Health Ministries department. Responsibilities include in-house operations of the department, including event management, facilitating marketing and promotions, and supporting the various networks and Associations of the department. The Assistant Director will also coordinate media productions, perform quality assessments of media material, and facilitate effective networking of various departmental interest groups.

Authority, Accountability: Authority as delegated by the Director. Work is performed with limited supervision. Work requires the ability to carry out duties, use discretion and independent judgement, and meet deadlines independently. Assignments are routine and performed essentially independently, referring problems, concerns, etc., to supervisor for help.

Essential Job Functions

- Coordinates production of print and digital marketing and media content for all department functions, ensuring highest quality products: flyers, graphics, videos, podcasts, social media, etc.
- Supervises media contractors or utilizes AdventSource for video and print needs in the absence of dedicated Production or Professional Services support. Responsibilities may include minor video editing tasks such as cropping for platforms like YouTube or Vimeo, maintaining stringent quality standards throughout. Works closely with Production and Professional Services departments, as well as health ministry networks, for creation and dissemination of content.
- Coordinates the department's participation in vendor/booth displays at various events including Adventist Ministries Convention, Called Convention, Educators Convention, ASi, Pathfinder Camporee, etc. Attends and organizes booth space and oversees work of volunteer staff at events.
- Serves as Secretary for the department's ministry networks by overseeing meeting minutes (in coordination with a recording secretary) and assists with the operations and planning of health ministry networks.
- Coordinates departmental events and training such as Health Summit, ministry trainings, webinars, etc. in cooperation with respective ministry leaders.
- Selects, organizes, and manages content for various communication platforms, including the website, email newsletters, social media, and other digital or print media. This task is performed in collaboration with the department director, health ministry networks and partners, and credible external websites. The Assistant Director ensures that the content is appropriate, relevant, and aligns with the department's goals and messaging. Manages scheduling, production, and posting of digital and print media.
- Coordinates with partners (NAD Professional Services, AdventSource, etc.) for production of products, tools and resources developed by the department, including translations as

needed.

- Facilitates technical support for virtual classes, webinars, or other programs, utilizing Zoom, MS Teams, and similar technologies. Tasks include setting up meetings and providing real-time assistance to presenters/hosts using PowerPoint and other digital media tools.
- Participates in strategic planning for various ministries of the department.
- Serves on the Health Ministries Committee and participates in NAD Health Ministries staff meetings.
- Communicates regularly with NAD Health Ministries director regarding internal and external needs or concerns related to health ministries.
- Performs other work-related duties as may be assigned by supervisor.

Education, Experience, Credentials: A Bachelor's (BA/BS) degree is required. While a Bachelor's degree is required, advanced education in the health field is a plus but not required. Successful related work experience may be acceptable in lieu of scholastic requirements. A minimum of four to five years of experience in administration at various levels of church organization is desired.

Knowledge, Skill: Demonstrated knowledge of principles, policies and beliefs of the North American Division and the Seventh-day Adventist Church, including the values of health and healthy living. Technical skills in software including Zoom, Excel, etc. with the ability to provide support to partners and volunteers is required. Exhibits extensive initiative; demonstrating originality and innovation to aid Director 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), online skills such as websites, email newsletters, social media, etc., 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 written and verbal communication skills required. Excellent knowledge of English. Must be able to facilitate good communications among departmental staff, other departments and outside personnel. High levels of tact, friendliness and other aspects of strongly developed interpersonal skills. Working knowledge of other languages are beneficial.

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 25, 2024