

# 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:** Cybersecurity and Data Protection Administrator

**DEPARTMENT:** NAD

**SUPERVISORS:**

**CLASSIFICATION:** Full-Time / Exempt

**REMUNERATION RANGE / ANNUAL SALARY:** 93% - 110% / \$94,080.56 - \$109,991.20

**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:** The Cybersecurity and Data Protection Administrator is an impactful leadership role that blends cutting-edge cybersecurity leadership with a mission-driven purpose. In this critical position, this role will contribute to empowering the NAD's Seventh-day Adventist mission across North America by architecting and overseeing the comprehensive cybersecurity and data privacy program that safeguards the NADcloud and the NAD systems at large. Develop and implement policies, provide training resources, and lead other entities within the NAD in cybersecurity and data protection. The Cybersecurity and Data Protection Administrator's innovative strategies will be vital in ensuring the security and integrity of IT resources, thus enabling Adventist institutions to deliver their transformative ministry effectively. The Administrator will also provide advice and guidance for Adventist entities across North America. This is a chance to blend technical expertise with a higher calling, directly influencing the growth and digital security of the SDA Church.

**AUTHORITY, ACCOUNTABILITY:** Authority as delegated by the supervisor. The role requires the ability to develop and implement strategic cybersecurity initiatives both independently and collaboratively, following the organization's guidelines.

### **ESSENTIAL JOB FUNCTIONS:**

- **Cybersecurity Program Management:**
  - Develop, implement, and maintain a comprehensive cybersecurity program that aligns with industry standards, regulatory requirements, and organizational objectives.
  - Oversee the organization's compliance with the established cybersecurity program and regulations.
  - Conduct regular risk assessments, vulnerability testing, and tabletop exercises.
- **Policy Development and Implementation:**
  - Lead on the development and maintenance of data governance, cybersecurity and data privacy policies and guidelines for the organization.
  - Collaborate with others, including TSC, to help develop cybersecurity and data privacy policies and standards that can be used by other Adventist entities in North America.

- Ensure compliance with data privacy regulations such as GDPR, CCPA, HIPAA, and others.
- Conduct privacy impact assessments (PIA) for new and existing projects and systems involving the processing of personal data.
- **Team Collaboration:**
  - Collaborate with cross-functional teams to ensure the secure development and operations of NAD applications and systems.
  - Audit security and privacy of the NADcloud services.
  - Serve as consultant and resource to NAD entities regarding Cybersecurity Framework programs, Cybersecurity trends and best practices, Cyber Insurance compliance and Data Privacy initiatives.
  - Maintain strong relationship with GC's office of DPO and CISO, and collaborate with cybersecurity and data privacy initiatives and efforts.
- **Incident Response and Recovery:**
  - Collaborate with NAD ITS and other departments to develop and maintain disaster recovery and business continuity plans and Incident Response Plans.
  - Oversee the cyber incident response process, ensuring that incidents are managed effectively, and corrective measures are implemented.
- **Security Awareness Training:**
  - Lead organization's cybersecurity awareness program.
  - Promote a culture of cybersecurity and data privacy awareness and accountability throughout the organization and entities across our territory.
- **Monitoring and Reporting:**
  - Implement and maintain security monitoring and auditing systems.
  - Provide regular reports to NAD leadership on cybersecurity and data privacy metrics and risk assessments.
- **Research and Evaluation of Security solutions:**
  - Stay informed about emerging trends, solutions, developments and best practices in data privacy and cybersecurity.
- Other duties as assigned.

**EDUCATION\EXPERIENCE\CREDENTIALS:**

Master's degree in information security or a related field. Graduate degree preferred. Experience in administration at higher levels of church organization, i.e., director of the Information Technology department of conferences, unions, divisions, and/or denominational institutions. Comprehensive knowledge of microcomputer equipment and software and a broad understanding of hardware, networks and software development. Desired Certifications: CISM – Certified Information Security Manager, CISSP – Certified Information Systems Security Professional, and CISA—Certified Information Systems Auditor. Minimum of 5 years of experience in cybersecurity, data privacy, or related roles. Proven experience leading cybersecurity teams and initiatives.

**KNOWLEDGE AND SKILL:**

Specialization within the area of Information Technology. Ability to organize, motivate, and lead. 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 in strategic planning, leadership, and organization. Ability to perform administrative functions; to develop long- and short-term plans and programs; to effectively evaluate work accomplishments; and to establish and maintain effective relationships with internal/external personnel. Must possess advanced ability to effectively present facts and recommendations in oral and written form.

**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. 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.*

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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](mailto:jobs@nadadventist.org) and follow instructions from response email.

*This position will remain available until filled.*

**Posted:**

**July 31, 2024**