

# 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:** Senior Editorial Assistant

**DEPARTMENT:** Children's Ministries (NAD/CHM)

**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:** Assist supervisor with editing and designing digital newsletter and magazine. Liaises with printers (Pacific Press and AdventSource) and Webmaster. Writes, edits and develops social media content and KMI (Kids Ministry Ideas) posts. Provides administrative support for the North American Division Children's Ministries Director.

**AUTHORITY, ACCOUNTABILITY:** Authority as delegated by the department Director. Work is performed with limited supervision. There are specific guidelines to follow, but the work requires the ability to carry out duties and meet deadlines independently. Carries much of the office responsibilities when supervisor is gone, or in meetings. May assist supervisor with oversight of temporary employees (floater, student worker, etc.) in own area. Assists in designated details using initiative and sound judgment.

### **ESSENTIAL JOB FUNCTIONS:**

#### **Editorial and Social Media Content**

- Curates, edits, repurposes, and develops social media content for Children's Ministries /X/Facebook/Instagram accounts.
- Works with supervisor to enhance, repurpose and distribute resources and articles.
- Creates/solicits content and materials for KMI (Kids Ministry Ideas).
- Responds to email and phone queries from authors, prospective authors, reviewers, and contributors: Children's Sabbath writers, KMI article writers, VBS article writers and other publications.
- Writes and records news stories as assigned, that reflect the value of children, growth, and casting the vision of making children first in the church, as a whole. Includes seeking out stories with contacts within NAD.
- Copyedits stories and articles prior to publication.
- Assists with identifying and promoting resources to educate and equip conferences with social media and technology information.
- Participates in Children's Ministries staff meetings to discuss project deadlines and Key Performance Indicators (KPIs) related to article outlines, media coverage, new ideas, and budget adjustments.
- Follows through on content development, editing and booklets designs for Children's

- Ministries certification training.
- Works with Professional Services on the following:
  - Website layout, maintenance, and design, including event-specific content creation (e.g., Baptism, baby dedications, Special Needs).
  - Scheduling stories and articles for inclusion in Kids Ministry Ideas, social media, the 'Journey' magazine, and Ministerial 'Best Practices' newsletter/podcast.
  - Editing and posting photos for stories, ensuring compliance with the photo permission process for children's photos.
  - Pre-press formatting and copy layout of the department's digital eNewsletter and other printed materials using InDesign.
  - Designing pamphlets, advertising flyers, and bulletins as needed.
  - Liaising with designers, video editors, and graphic designers for content development.
  - Compiling and maintaining a graphic and photo database/archive.
  - Coordinating and liaising with graphic artist database.

### **Special Projects/Training**

- Assists Director and Associate Director in coordinating with ALC to create NAD Children's Ministries online Certification training.
  - Reviews Expense Reports and Honorariums in accordance with approved guidelines in Children's Ministries policy for Trainers, Presenters and Guest Presenters, contracted Graphic Designers and Writers, etc., prior to supervisors' approval.
  - Manages and monitors invoicing, check requests, and shipping.
  - Assists Director and Associate Director with the logistical planning for training and retreat/events, as well as the coordination of certification contracts.
- Other duties as assigned

### **EDUCATION/EXPERIENCE/CREDENTIALS:**

Bachelor's (BA/BS) degree or equivalent in English, Communication, Journalism or related field preferred. Experience in writing, editing, proofreading, layout and design of publications. Appropriate successful work experience may be acceptable in lieu of scholastic requirements.

### **KNOWLEDGE AND SKILLS:**

Well-developed knowledge of principles, policies and beliefs of the North America Division and the Seventh-day Adventist Church. Must exhibit extensive initiative; often working with minimal supervision. Adaptable and able to evaluate priorities. Ability to perform secretarial and support duties with speed and accuracy without constant supervision. Must be creative in writing letters and in the handling of office affairs, both regular and special. Requires well developed knowledge of church employment policies and practices. Previous experience working with Children's Ministries within a school or congregational setting preferred. Must be fully bilingual in English/Spanish.

Knowledge of up-to-date office procedures such as filing, telephone techniques, and office equipment. Demonstrated proficiency in MS Word, Excel, PowerPoint, Access, presentation software and InDesign software. Must be able to facilitate good communications among departmental staff, other departments and outside personnel.

**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.

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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 25, 2024**