

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: Mission Programs Specialist

DEPARTMENT: Missionary Services (NAD-MS)

SUPERVISORS: Associate Secretary/Director

CLASSIFICATION: Full-Time / Exempt

REMUNERATION RANGE / ANNUAL SALARY: 84% - 96% / \$81,330.56 - \$92,800.64

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 Mission Programs Specialist supports the mission and objectives of the North American Division by providing professional-level administrative and technical support within the Office of Missionary Services. The role collaborates with departmental staff, NAD entities, and other partners to ensure effective coordination, implementation, and communication of assigned responsibilities. This position administers and coordinates the Intra Division Missionary (IDM) and International Service Employee (ISE) programs, including program oversight, compliance, and support for missionaries throughout their assignments. The position maintains alignment with church policy, organizational values, and established procedures across the NAD territory.

AUTHORITY, ACCOUNTABILITY: Authority as delegated by the supervisor. Work is performed with limited supervision. Assignments are performed essentially independently, requiring the employee to exercise judgment in selecting and applying established procedures correctly. Accountable to the supervisor for the quality and timeliness of work performed in support of departmental operations.

ESSENTIAL JOB FUNCTIONS:

Appointee Process Coordination

- Begins the data collection process for newly appointed missionaries after the call is confirmed by the Associate Secretary and appointee is identified.
- Collects vital family documents directly from the appointee and spouse.
- Conducts reference checks for both appointee and spouse.
- Maintains frequent, friendly supportive contact with the appointee throughout the call process.
- Serves as a resource for counsel and support for the appointee.
- Sends the appointee the information packet and collects employment documents (i.e. retirement, employment benefits enrollment form, and dependent information form).
- Provides employment orientation for appointees.
- Facilitates and recommends financial clearance per the ISE or IDM Handbooks.
- Ensures completion of health evaluations.
- Issues the appropriate temporary credentials via the credential and licensing committee (i.e. missionary, ministerial).
- Coordinates and prepares the appointee's schedule including but not limited to:
 - Timing of relocation between U.S. or current employer and overseas employment.

- Language study arrangement as needed.
- PR embarkation period.
- Determines the dates for attendance to Mission Institute during appointee period and provides the Administrative Professional I with instructions for making travel arrangements to Mission Institute and to Mission Post.

Personnel Return Coordination

- Follows up on obtaining the Personnel Return Vote from the appropriate committee for appointees who have submitted a written request to return from mission assignment. This includes but is not limited to:
 - Preparing and sending information and policy letters to pending returnees, communication letters regarding health evaluation at Personnel Return.
 - Maintaining communication to determine progress in employment search efforts.
 - Providing reading materials pertinent to a returning missionary and submits a copy of the Re-Entry notice to the GC IPRS point of contact for all returning ISEs.

Personnel Return Salary

- Submits salary percentage and period of salary support where applicable to the appropriate committee agenda for consideration.
- Determines allowances due and submits payment authorization form to payroll.
- Completes verification of employment request as needed.
- Completes verification of coverage for Medicare request.
- Registers with the Institute of World Mission the returning missionary for an upcoming “Welcome Home Seminar” and provides instructions to the Administrative Professional II for making travel and lodging arrangements for the missionary and family.
- Calculates and schedules payments of Per Diem for returning missionaries attending Welcome Home Seminar.

In Field Support

- Addresses escalated questions that may arise or be referred by the Administrative Professional I.
- Reviews with the Associate Secretary the responses received to “stay interview” and “exit interviews” solicited from current and returning missionaries on a quarterly basis.
- Reviews and approves various types of paid and unpaid leaves for missionaries, in accordance with established policy (e.g., Annual Leave, Compassionate, Bereavement, and Medical).
- Provides policy guidance related to the leave request process as needed.
- Processes Mission Institute attendance for first- and second-time attendees and their families, following appropriate committee approval.
- Works with the Administrative Professional I on mass communication initiatives and other department-wide communication efforts.
- Coordinates with the Administrative Professional I to ensure assigned administrative tasks are completed in support of department functions.
- Performs other duties as assigned by supervisor.

EDUCATION/EXPERIENCE/CREDENTIALS: A Bachelor’s degree (BA/BS) in Human Resources Management or related field is preferred. Appropriate successful work experience may be acceptable in lieu of scholastic requirements.

A minimum of one year of professional experience is required, with denominational experience preferred. Must demonstrate the ability to perform specialized or technical tasks relevant to the assigned role.

KNOWLEDGE AND SKILL: Knowledge of principles, policies, and beliefs of the North American Division and the Seventh-day Adventist Church. Ability to organize, prioritize, and communicate effectively. Strong interpersonal skills to establish and maintain effective working relationships. Must demonstrate professionalism, discretion, and sound judgment in performing assigned

responsibilities.

Must demonstrate technical and administrative skills relevant to the assigned role, including knowledge of mission program administration, committee processes, and policy-based approvals related to missionary service. Requires the ability to coordinate complex administrative processes, maintain accurate records, and manage multiple assignments with attention to detail. Requires proficiency with standard office software applications and the ability to learn and use specialized systems or tools applicable to departmental operations. Must demonstrate accuracy, efficiency, and reliability in completing assigned responsibilities.

CONTACTS, ORGANIZATIONAL RELATIONSHIPS: Contacts with departmental staff, NAD employees, and external stakeholders as necessary to carry out assigned responsibilities. Requires the ability to establish and maintain effective working relationships and to represent the department and the North American Division in a professional and Christian manner.

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, when they are not traveling, 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 referenced in the NAD Employee Handbook). Any adjusted work schedules supported by supervisors should ensure availability to work core hours in the office building.

Travel expectations may be low, depending on departmental needs. Some standing, walking, bending, or carrying light items may be required.

WORKING CONDITIONS: Essential responsibilities are performed in a sedentary and comfortable manner. Tasks are performed under normal office conditions with minimal physical discomfort. Work area is well lit and ventilated. Position may require occasional standing, walking, bending, or lifting of materials. Any travel is authorized by the supervisor and conducted according to NAD policy.

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:

February 6, 2026