

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—YM (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, \$25.18 - \$35.93

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: Primary responsibilities involve performing duties with a high degree of precision and accuracy in a time-sensitive work environment. Employee spends the majority of their work schedule collecting, analyzing, and processing detailed information in accordance with established policies and procedures of the North American Division and the Seventh-day Adventist Church. Requires initiative and the use of analytical and interpretive skills to function effectively in the position while referring unusual or complex matters to the supervisor.

AUTHORITY, ACCOUNTABILITY: Authority as delegated by the supervisor. Assignments are routine to moderately complex and may be repetitive in nature while being performed essentially independently. Incumbent is accountable for accuracy, timeliness, and strict confidentiality. Problems, concerns, or unusual situations are referred to the supervisor for guidance.

ESSENTIAL JOB FUNCTIONS:

- Provides administrative support to Youth and Young Adult Ministries, Event Management Services and Media Production Services 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 email.
- Processes incoming and outgoing mail—packaging, readying for mailing, opening, sorting, and distributing to departmental staff.
- Updates the departmental shared calendars.
- 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 supervisors 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 duties as assigned by supervisor.

EDUCATION/EXPERIENCE/CREDENTIALS: Bachelor's (BA/BS) degree preferred. Appropriate successful work experience may be acceptable in lieu of scholastic requirements.

A minimum of three years of relevant, progressive work experience is required to gain the skills and knowledge necessary to perform the job duties.

KNOWLEDGE AND SKILL: Well developed knowledge of principles, policies and beliefs of the General Conference, North American Division and the Seventh-day Adventist Church. Ability to maintain organization, accuracy, and professionalism in dealing with others. Requires clear English usage (spelling, grammar, punctuation, etc.) and the ability to communicate effectively.

Requires knowledge of up-to-date office procedures, strong data entry accuracy, and proficiency in Microsoft Word and Microsoft Excel, along with the ability to learn department-specific systems. Must be able to read, accurately interpret, and apply policies and procedures, work under pressure with numerous interruptions, maintain keyboard speed and accuracy, and uphold absolute confidentiality at all times. Knowledge of church employment policies and practices is helpful.

CONTACTS, ORGANIZATIONAL RELATIONSHIPS: Must possess the ability to deal tactfully and effectively with departmental personnel, other North American Division employees, denominational entities, and outside contacts as required. Must remain calm under pressure and exhibit courtesy, diplomacy, and kindness in person, in written correspondence and on the telephone. Must effectively handle confidential information and maintain a high degree of loyalty and support for the supervisor, department, North American Division, and the Seventh-day Adventist Church.

Regularly interacts with church leaders, ministry partners, vendors, event participants, media representatives, and other external stakeholders in support of Youth and Young Adult Ministries, Event Management Services, and Media Production Services initiatives.

PHYSICAL REQUIREMENTS: Position primarily requires sitting and performing close visual work. Must be able to see, read, speak and hear. Must be able to effectively communicate both orally and in writing. Some standing, walking, bending, kneeling, or carrying of light items may be required. Standard work hours, as defined by the North American Division Employee Handbook, are required. This is a full-time, non-exempt position requiring 38 hours per week, Monday – Thursday.

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. Work area is well lighted and ventilated. Position does not typically require travel. Any request for travel must receive prior supervisory approval and be conducted in accordance with North American Division policy. Overtime is occasionally requested but never

permitted without prior supervisory 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:

March 16, 2026