

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, Editorial Assistant

DEPARTMENT: NAD—SEC (50%), AMS (50%)

SUPERVISORS: Associate Secretary/Director

CLASSIFICATION: Full-Time Hourly/Non-Exempt (38 hours per week, Monday - Thursday)

REMUNERATION GRADE/HOURLY RATE: Grade 6, \$25.86 - \$36.90

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, maintaining, editing, and processing detailed information, records, reports, and administrative materials in accordance with established policies and procedures of the North American Division and the Seventh-day Adventist Church. Provides administrative and editorial support to the Associate Secretary and Adventist Mission Services (AMS) Director, including records management, document preparation, and repository maintenance. 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:

Administrative Professional

- Assists supervisors in preparation of various committee agendas and performs recording secretary functions for committees as assigned. This includes taking and producing minutes according to the NAD process for committee actions.
- Processes incoming mail - opening, dating, sorting and distributing to departmental staff.
- Assists supervisors in planning events, preparing reports, special projects, etc., as requested.
- Handles affairs of the assigned administrators with the greatest care and confidentiality.
- Maintains a well-organized office, with efficient filing system.
- Composes letters and responses using good judgment.
- Screens telephone calls—responds to routine/non-routine inquiries.
- Assists the Adventist Mission Services (AMS) Director in serving five main groups: Post-Christian, Jewish, Muslim, Native Ministries, and Chinese.
- Prays with ministry leaders over the phone to encourage and support.
- Oversees the Mission Priority System (MPS) platform for Adventist Mission Services (AMS) Director.

- Assists AMS Director with committees for church planting projects.

Editorial Assistant

- Oversees the daily maintenance and updating of the Terms of Reference Repository, in consultation with the Associate Secretary.
- Responsible for the updating process of the Operations Manual.
- Assists with editorial projects such as articles, manuals, and books as assigned by the Associate Secretary.
- Provides assistance to the custodian of minutes, documents, and records of the department or service, being able to retrieve the same when needed.
- Assists in the editing process of the North American Division *Working Policy* for publication following Year-End Meeting.”
- Responsible for recordkeeping for the Women in Pastoral Ministry Sponsorship program.
- Assists the AMS Director with writing stories and creating materials with a quick turnaround time.
- Performs other work as assigned by supervisors.

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. Experience supporting administrative operations, records management, editorial functions, committee processes, or denominational office environments is preferred.

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, knowledge of Internet tools, 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. Must possess strong proofreading, editing, document management, and organizational skills. 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.

Position requires frequent interaction with ministry leaders, committee participants, church entities, repository users, and other constituents. Must be able to communicate professionally, provide accurate information, and maintain positive working relationships while supporting administrative, editorial, and records management functions of the department.

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.

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:

June 25, 2026