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: Floater

DEPARTMENT: Human Resource Services (NAD-HRS)

SUPERVISOR: Director, Human Resource Services

CLASSIFICATION: Part-Time Temporary Hourly/Non-Exempt

REMUNERATION GRADE/HOURLY RATE: Grade 2, $22.80 - $24.86

BENEFITS: 403b employee contribution, paid time off for holidays that fall on a work day, inclement weather.

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 NAD Floater provides temporary support and assistance across various departments and offices within the North American Division, ensuring smooth operations and efficient workflows. Floaters play a crucial role in maintaining a productive and harmonious work environment and must be adaptable and willing to assist in different areas as needed to meet the organization's operational demands.

AUTHORITY, ACCOUNTABILITY:
The Floater is accountable for providing support and assistance as directed by department heads and/or supervisors. This position does not have direct supervisory responsibilities.

ESSENTIAL JOB FUNCTIONS:
- **Departmental Support:** Provide temporary assistance to different departments as needed, including administrative tasks, data entry, and clerical duties.
- **Office Coordination:** Assist with office organization, including maintaining supplies, filing documents, and ensuring workspaces are neat and functional.
- **Reception and Guest Services:** Serve as a backup for reception duties, welcoming visitors, answering phones, and directing inquiries to the appropriate personnel.
- **Meeting and Event Support:** Prepare materials, and provide logistical support for events, conferences, and meetings held within the organization.
- **Mail and Package Handling:** Receive, sort, and distribute incoming mail and packages to the appropriate recipients.
- **Assist with Special Projects:** Participate in various special projects and initiatives as assigned by supervisors or department heads.

EDUCATION/EXPERIENCE/CREDENTIALS:
High school diploma or equivalent; additional education or training is a plus. Previous experience in administrative support or related roles is preferred.

KNOWLEDGE AND SKILL:
- Strong organizational skills with a keen attention to detail.
- Excellent communication and interpersonal abilities.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook).
- Ability to multitask and prioritize tasks effectively.
- Professional demeanor and the ability to maintain confidentiality.
- A commitment to the values and mission of the Seventh-day Adventist Church.

CONTACTS, ORGANIZATIONAL RELATIONSHIPS: May interact with many people, both internally and externally. Must have both a pleasant personality as well as good telephone manners. Must possess the

ability to deal tactfully and effectively with department personnel, others within the North American Division and outside personnel. Must be able to effectively handle confidential information/situations at all times; and maintain high degree of loyalty and support for supervisor, department, General Conference, North American Division, and Seventh-day Adventist Church.

PHYSICAL REQUIREMENTS: Must be able to read, speak and hear. Must be able to effectively communicate, both orally and in writing. Some standing, walking, bending, kneeling, carrying of light items, etc. required.

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. The work area is well lighted and ventilated. Overtime is rarely required and never permitted without the supervisor's prior approval.

This position may require occasional evening or weekend work.

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 submit cover letter, resume, and completed NAD Employment Application to job@nadadventist.org. Find the application on the NAD website at www.nadadventist.org/careers.

Posted: November 4, 2026