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: Associate Director for Technology and Support

DEPARTMENT: Education (NAD/EDU)

SUPERVISOR: Vice President for Education Administration

CLASSIFICATION: Full-Time / Exempt

REMUNERATION RANGE / ANNUAL SALARY: 96% - 108% / $100,814.72 - $112,506.56

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: This position is a ministry and its sole purpose is to advance the mission of the North American Division of Seventh-day Adventists. In addition, this ministry and position requires the ability to serve as an associate within the Education Department in the planning, implementation, coordination, and management of departmental programs and objectives. Responsibilities include assisting in administering departmental programs and operations in alignment with the mission and values of the Seventh-day Adventist Church, providing guidance and support to staff as delegated, and working collaboratively with Division leadership to support the goals of the Church across the NAD territory.

AUTHORITY, ACCOUNTABILITY: Authority as defined by the North American Division Working Policy. Responsible for assisting in the administrative activities of the Education Department in accordance with North American Division policy and objectives. Responsible to the corporate church body, through the Director and assigned Officer, for administration and implementation of church policy in harmony with the beliefs of the Seventh-day Adventist Church. Associate Director is responsible for management functions as delegated by the Vice President for Education Administration. Management includes recommending selection, transfer, and/or termination of assigned department personnel following approval by the Vice President, designated supervising Officer, and appropriate administrative or human resources committee. This role requires a high level of independent judgment and discretion.

ESSENTIAL JOB FUNCTIONS:

- Serves as North American Division Office of Education (NADOE) Certification Secretary.
- Serves as Advisor to Union Certification registrars, Union Directors/Associate Union Directors, Conference Superintendents/Associate Superintendents regarding technology and Data Rollup.
- Chairs AEtech (Adventist Education Technology Committee). Oversees the following: Data Rollup, Lightspeed Systems Contract and corporate account, website development/maintenance of Adventist Education's 33+ microsites, Guildhouse projects, AE-Connect, eCertification, AEtech, communication to the field.
- Liaisons for digital-oriented contracts, SIS vendors, technology-based areas.
- Liaisons with General Conference Education Department for PK-12 statistical information.
- Manages all projects with Guildhouse Group.

- Oversees/facilitates integration between Accreditrac and Data Rollup.
- Oversees/facilitates integration between eCertification and Data Rollup.
- Creates/manages curriculum access to Encounter Bible.
- Facilitates, promotes and hosts technology and curriculum webinars.
- Promotes NAD resources, AE-Connect, AdventistConnect FRAME, and Data Rollup to college/university junior/senior education students and education professors.
- Facilitates and creates communication to the field.
- Promotes NAD resources, AE-Connect, AdventistConnect FRAME, and Data Rollup to conferences – as requested.
- Serves as member of union curriculum committees, NAD Education Advisory, and UDOEC.
- Represents and promotes NADOE at selected conventions.
- Maintains open lines of communication at all levels of education administration, with Teacher Education programs in higher education and with General Conference Education Department.
- Manages a personal travel budget and operates within the guidelines of NADOE.
- Serves on various boards and committees as assigned.
- Performs other duties as assigned by supervisor.

EDUCATION/EXPERIENCE/CREDENTIALS: A Master's degree (MA/MS) in education, administration, or instruction is required; a doctoral degree is strongly preferred. Appropriate successful work experience may be acceptable in lieu of scholastic requirements. Certification in technology is required.

Professional experience should include a minimum of eight years in a related field, with denominational experience at higher levels of church organization, including conferences, unions, divisions, and/or other denominational institutions. Experience should reflect increasing responsibility and demonstrated effectiveness in overseeing department-level functions, managing programs, supervising staff, and supporting strategic initiatives.

KNOWLEDGE AND SKILL: Knowledge of principles, policies, and beliefs of the North American Division and the Seventh-day Adventist Church. Knowledge of church structure and organization, including committee procedures, etc. Knowledge and skill in appropriate methods of dealing with human behavior in various circumstances. Advanced command of language skills, including proficiency in verbal and written form. Specialization in Data Rollup, AE-Connect, eCertification, student information systems, website development, Craft CMS database management, and digital resource management is required.

Ability to perform administrative functions; develop long- and short-term plans and programs to effectively evaluate work accomplishments; establish and maintain effective relationships with internal/external personnel. Must possess advanced ability to effectively present facts and recommendations in oral and written form. Ability to organize, support, and motivate.

Ability to delegate, supervise, and assist employees in personal and professional growth.

CONTACTS, ORGANIZATIONAL RELATIONSHIPS: Must possess the ability to deal tactfully and effectively with own departmental personnel, others within the North American Division, and outside personnel on a daily basis. This ministry serves as a religious witness. Thus the holder of this position is expected to exhibit Christ like behavior and reflect Him in all that they do. Employee must remain functional and be able to perform under pressure and exhibit courtesy, diplomacy, and kindness at all times, both in person, on the telephone, and in written communications. Employee must exhibit the ability to effectively handle confidential information/situations at all times and maintain a high degree of loyalty and support for the supervisor, department, North American Division, and Seventh-day Adventist Church.

PHYSICAL REQUIREMENTS: The individual must be able to read, speak, and hear clearly, and must communicate effectively in English, both orally and in writing. As a leadership-level exempt employee, the position requires a high degree of flexibility in work schedule and location. While regular office presence is expected to support collaboration and leadership responsibilities, the nature of the role may require extensive travel throughout the North American Division (NAD)

territory and participation in off-site meetings, events, or conferences.

When not traveling or attending off-site commitments, the employee should expect to maintain a consistent on-site presence at the NAD office. The position may also require extended hours beyond the standard workweek to fulfill leadership duties and organizational objectives.

WORKING CONDITIONS: Essential responsibilities are primarily performed in a standard office environment with minimal discomfort. Work is typically sedentary and performed under normal conditions in well-lighted and ventilated areas. Employee should expect irregular hours, including evenings and weekends. On-site supervision of departmental operations may be required. When traveling, the employee may be expected to utilize various modes of transportation, including trains, planes, and automobiles. Travel may involve complex itineraries, multiple days away from the primary work location, and overnight stays throughout the North American Division territory.

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:
November 5, 2026