Seventh-day Adventist Church
PACIFIC UNION CONFERENCE

Employment Opportunity

PACIFIC UNION CONFERENCE OF SEVENTH-DAY ADVENTISTS

JOB TITLE Executive Administrative Assistant to the President and Executive Vice President

DEPARTMENT Administration

WAGE $26.74 (59%) – 35.81 (79%)

CATEGORY Hourly, Full Time (In Office Position)

POSITION SUMMARY

Provides administrative support to the President and Executive Vice President, including calendars, appointments, travel, and meeting support for President's Council, President's Cabinet, and Executive Officers' meetings.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Answer and screen telephone calls and assist callers with necessary information.
- Manage all incoming mail.
- Establish, maintain, and revise files as needed.
- Prepare letters and documents as requested by the President and Executive Vice President.
- Record minutes for President's Council, Executive Officers, President's Cabinet, Evangelism Endowment Committee, and the Executive Vice President's committee meetings.
- Prepare draft agendas for President's Council, President's Cabinet, Executive Officers' meetings, and the Executive Vice President's committee meetings.
- Maintain internal calendars for Executive Officers' meetings, President's Cabinet, staff meetings, and other administrative events.
- Manage the President's and Executive Vice President's calendars and appointments.
- Schedule individual meetings between the President and department directors.
- Schedule in-person and Zoom meetings for the Executive Vice President and his committees.
- Coordinate travel arrangements for the President and Executive Vice President.
- Prepare and distribute year-end donation letters and checks to the boards on which the President and Executive Vice President serve.
- Process and approve Volunteer Ministries expenses and supporting documentation.
- Maintain positive working relationships with administrative assistants at local conferences.

- Perform other duties as assigned.

EDUCATION/EXPERIENCE/CREDENTIALS

Bachelor's degree from an accredited four-year college or university and five years of progressively responsible administrative or executive-support experience, or an equivalent combination of education and experience. Church or nonprofit administrative experience is preferred.

KNOWLEDGE AND SKILL

- Advanced proficiency with Microsoft 365, Google Workspace, electronic records, databases, document tools, and virtual meeting platforms.
- Familiarity with eAdventist, or the ability to learn it quickly, is required.
- Excellent organization and records-management skills, with a high degree of confidentiality and discretion.
- Ability to read and interpret policies, procedures, committee actions, and denominational materials.
- Ability to draft and proofread reports, correspondence, minutes, and procedural documents.
- Ability to prepare PowerPoint presentations.
- Ability to conduct research as requested.
- Ability to communicate clearly and professionally with conference leaders, employees, members, committee members, and the public, and to work effectively with diverse groups.
- Ability to perform basic calculations, review statistical data, reconcile totals, and work accurately with spreadsheets and reports.
- Sound judgment and the ability to prioritize time-sensitive matters, research questions, identify inconsistencies, and determine when an issue should be referred to the President or Executive Vice President.
- Ability to follow written, oral, and procedural instructions and to work with limited supervision.
- Knowledge of Seventh-day Adventist structure and policy is preferred.

PHYSICAL REQUIREMENTS

- Regularly sits and uses a computer and keyboard.
- Regularly communicates by telephone and video.
- Some travel may be required to occasional events within the Pacific Union.
- Occasionally stands, walks, reaches, and handles office materials and equipment.

WORKING CONDITIONS

Essential responsibilities are performed primarily in an office setting using the workspace, equipment, and technology provided by the Pacific Union Conference at its Westlake Village office. Professional office environment with regular interruptions and periods of concentrated work to meet deadlines. The noise level is usually moderate.

APPLICATIONS

- Applicants must be members of the Seventh-day Adventist Church
- Contact Treasury/HR to apply or for more information treasurer@adventistfaith.com
- Applicants selected for interviews will be contacted by Treasury/HR or the employing department.

Posted: October 21, 2026 **Start date: November 2026**