Seventh-day Adventist Church
PACIFIC UNION CONFERENCE

Employment Opportunity

PACIFIC UNION CONFERENCE OF SEVENTH-DAY ADVENTISTS

JOB TITLE	Executive Administrative Assistant	**DEPARTMENT**	Administration (Secretariat)
WAGE	$26.74(59%) – 35.81(79%)		
CATEGORY	Hourly, Full Time (In Office Position)		

POSITION SUMMARY

Provides comprehensive administrative support to the Executive Secretary, Secretariat, and Ministerial department. Coordinates office workflow, confidential correspondence, committee support, credentials, records, membership services, and denominational reporting. This is a full-time position reporting to the Executive Secretary.

ESSENTIAL DUTIES & RESPONSIBILITIES

Committees

- Serve as recording secretary for designated committees, including the Union Executive Committee, Bylaws Committee, Secretariat Advisory, Ministerial Advisory, and other committees as assigned.
- Coordinate committee logistics and records, including notices, agendas, supporting materials, meeting rooms or virtual links, meals and hospitality, attendance, minutes, confidential and closed-session records, indexed actions, and follow-up items.
- Prepare and distribute schedules for Executive Committee meeting weeks, maintain accurate participation and attendee information, and keep nameplates and meeting materials current.
- Maintain current conflict-of-interest disclosures and other required governance records for Executive Committee members.
- Coordinate administrative preparation for quinquennial and special constituency sessions, including timelines, delegate and committee records, notices, materials, and permanent documentation.
- Assist with the Pastors' meeting held every 5 years.
- Develop and maintain the Pacific Union master calendar for Executive Committee approval, and track local conference executive committee dates to keep officer calendars current.
- Gather camp meeting dates from local conferences for the Union calendar and submit them to the NAD.

Office

- Monitor incoming telephone calls and departmental email, respond to routine questions, and refer sensitive or decision-level matters to the Executive Secretary.
- Draft, review, proofread, format, and distribute correspondence, reports, agendas, minutes, presentations, and other documents; respond to routine correspondence as authorized.
- Manage the Executive Secretary's calendar, appointments, deadlines, and meeting schedule, and coordinate travel arrangements and itineraries as needed.
- Research and compile background information, denominational policy, prior actions, and relevant data so the Executive Secretary has the information needed for appointments and decisions.
- Track assignments, decisions, approvals, deadlines, and follow-up items arising from correspondence, meetings, and committee actions; maintain recurring-work schedules, deadline trackers, and shared task lists for the Secretariat.
- Manage supplies and purchasing requests for the Executive Secretary's office and the Ministerial department, process incoming and outgoing mail, and coordinate secure electronic distribution of documents.
- Assist the Executive Secretary in coordinating the office Week of Prayer, ministerial meetings, and other office events.
- Use current technology and workflow tools to improve communication, document preparation, tracking, records management, and project management, and recommend practical process improvements.
- Perform other related duties as assigned by the Executive Secretary.

Reports

- Prepare and maintain information for the General Conference Yearbook and other denominational directories, including current information for credentialed workers and organizations.
- Compile and submit year-end, statistical, and administrative reports for the Pacific Union Conference, North American Division, General Conference, and other denominational organizations, coordinating with departments to ensure complete and accurate information.
- Prepare and reconcile periodic membership reports, including additions, transfers, deaths, removals, and other membership changes.

Processes and Updates

- Receive and process ministerial scholarship applications, ordination requests, and MDiv, DMin, and internship applications from local conferences; prepare materials for President's Council review and Executive Committee action.
- Review and process Calls for Workers through Laserfiche.
- Prepare credentials and licenses for office workers and Adventist Health chaplains, route documents for required signatures, and maintain current credential records and status lists.

- Prepare and distribute emeritus credential applications for retired workers as requested by conferences.
- Prepare ordination certificates and related materials for Adventist Health chaplains and others as requested, verifying the accuracy of names, titles, and other information.
- Update and maintain employee service records and process employee retirements in coordination with the HR department.
- Administer eAdventist and related membership workflows, maintain data integrity, and provide access and process support.
- Assist local conference clerks with membership procedures, eAdventist, reports, and conference requirements, and maintain and distribute current resources and procedural guidance for them.
- Maintain current contact, committee membership, credential, and distribution lists used by the Secretariat, such as those for conference officers, ministerial directors, HR directors, and the Pacific Union College board.
- Maintain current procedures, forms, templates, resource materials, and inventory records for the Executive Secretary's office and the Ministerial department to support continuity, cross-training, and efficient workflows.
- Maintain current knowledge of denominational systems, policies, and office technology by participating in relevant professional development and training.

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 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 Executive Secretary.
- 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