

# 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:** Sr. Editorial Assistant

**DEPARTMENT:** Office of Communication

**SUPERVISOR:** Director/Associate Director

**LOCATION:** NAD Headquarters (Columbia, MD)

**POSITION SUMMARY:** Assist the Office of Communication in preparation of materials for special departmental projects, reports, newsletters and presentations, as well as providing support services to supervisor. Maintains a well-organized office with efficient filing system, often in the absence of supervisor.

**AUTHORITY, ACCOUNTABILITY:** Works independently with little supervision. There are specific guidelines to follow, but the work requires the ability to carry out duties and meet deadlines independently.

### **ESSENTIAL JOB FUNCTIONS:**

- Provides support to a minimum of two or more departmental directors. This may include support of multiple departments.
- Provides support and assignment oversight and guidance to floaters and student workers.
- Maintains a well-organized office, often in the absence of supervisor, with efficient filing system, which includes setting up and maintaining departmental files.
- Screens telephone calls--responds to routine/non-routine inquiries using standardized formats; refers unusual or complex inquiries to supervisor or other appropriate offices; responds to e-mail.
- Processes incoming and outgoing mail – packaging, readying for mailing, opening, sorting, and distributing to departmental staff.
- Periodically updates the departmental shared calendar.
- Collects and sorts, various ministry materials on behalf of the department.
- Processes all routine purchase orders, check requests, invoices, expense reports, and travel authorizations on a timely basis as requested and assigned by the supervisor(s).
- Prepares agendas, minutes, reports and other committee documents, as requested. Also, transcribes correspondence and other written materials.
- Maintains departmental records. Scans incoming documents as needed and maintains electronic files, archives and or disposes of dated files based on the department's records retention schedule.
- Coordinates travel for supervisor as requested; makes transportation and lodging arrangements associate with business travel.
- Serves as database assistant by entering and managing data within the department's database software. Ensures that information is accurately entered in the system and follow proper procedures for formatting and securing data.
- Serves as the department's liaison with Information Technology Services for troubleshooting any hardware or software programs that occur within the department.
- Travels occasionally in accordance with the relevant employee handbook policy, as approved by supervisor and NAD Human Resource Committee.
- Performs other work-related duties as assigned by supervisor.

**EDUCATION/EXPERIENCE/CREDENTIALS:** Bachelor's (BA/BS) degree or equivalent in English, Communication, Journalism or related field preferred. Experience in writing, editing, proofreading, layout and design of publications. Appropriate successful work experience may be acceptable in lieu of scholastic requirements. A minimum of four years of relevant work-related experience are required to gain the skills and knowledge required to perform job duties.

**KNOWLEDGE AND SKILL:** Specialized knowledge of print publication and news television principles and standards. Ability to organize, motivate and lead. Knowledge of principles, policies and beliefs of the General Conference of 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.

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. Must be familiar with current news production standards and techniques. Ability to produce/edit video content required.

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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](mailto:jobs@nadadventist.org) and follow instructions from response email.

*This notice will not expire until the position has been filled*

**Posted:**

**Date and Time**

**Tuesday, March 8, 2022 @ 7:00 p.m.**