

Position: Administrative Assistant
Employment Category: Full-Time, Non-Exempt (Hourly)
Department: Communications
Reports to: Communications Director
Work Location: Conference Office
Position Open: November 1, 2021 – Interviewing now for the position.

Job Overview: The Administrative Assistant works in a fast-paced Communication Department and has a passion for serving others, excellent oral and written communication skills, excellent computer skills and a desire to learn more, is organized, and enjoys assisting and taking on projects assigned by the Director and Associate Director of Communications.

Responsibilities: The Administrative Assistant's responsibilities include, but are not limited to the following duties and areas.

General Duties: Drafting correspondence to Conference employees and constituency; scheduling appointments; managing project timelines, maintaining volunteer schedules, answering and responding to phone calls, e-mails, letters, and questions; contacting people for project information; preparing mailings; keeping track of upcoming events; ordering and maintaining materials; photo scanning and editing, and interacting with project volunteers; other duties as assigned.

Writing: Facilitate in the production of *OC Connections*, *Communiqué*, *Gleaner*, and other publications.

- *Gleaner* - prioritizing and editing.
- *Connections* and *Communiqué* - aid in the development of these publications, including assisting with compiling stories, news, ideas, ads, announcements, photos, and layout.
- Other Writing-Related Tasks – Help prepare stories by transcribing audio recorded interviews. Assist with writing, proofing, and editing copy as requested for a variety of projects.

Video, Multimedia, Web Production: - Assist with the following:

- Web - assist with posting web updates using content management system.
- Print - assist with compiling, editing, and layout.
- Video and Photography - assist on video and photography shoots when needed.

Required Skills/Abilities: The successful candidate will be highly motivated, have good proofing/editing and writing skills, have strong organizational and prioritization skills, and be able to work in a deadline-, project-oriented environment. The ability to deal kindly and professionally with people on the phone, in the office, and in the field is essential. The candidate must work well in a team environment.

The candidate will be working in a Mac environment and needs to be computer savvy, comfortable with using new technology, and willing to learn new software and computer skills. A solid knowledge of Microsoft Office is required. A basic knowledge of Adobe Creative Suite, primarily InDesign and Photoshop, is desired. Other software knowledge is helpful.

Education/Experience: At least 3 years of Administrative Assistant experience is preferred. A background in a communication-related field is desired. A four-year college degree in office administration or in the Communication field is helpful, but not required.

Employment Conditions/Physical Requirements: Most of the Administrative Assistant's time will be spent working at a computer, but occasionally some lifting and moving of supplies and equipment will be necessary (generally less than 25 pounds). Occasionally the Administrative Assistant will need to be available for after-hours or weekend events and will

need his or her own transportation for those events and occasional errands. Work-related travel expenses are reimbursed. This position is up to 25% remote.

Other: The Oregon Conference hires Seventh-day Adventist Church members in regular standing based on religious preferences permitted by the United States Constitution and controlling law.

Compensation: The position has a wage range from \$16.51 to \$21.47 an hour, depending on experience. The position includes benefits, such as medical, dental, vision, holidays, vacation, sick leave, and defined contribution plan participation.

If you are interested in applying, please submit a completed General Employment Application, cover letter, and resume. The General Employment Application is available on the [Oregon Conference website](#).

This information may be sent to the following address:

Oregon Conference of SDA

Attn: Human Resources

19800 Oatfield Road

Gladstone, OR 97027

Or you may send your application via e-mail or fax to:

David.Perrin@oc.npuc.org

Fax: (503) 850-3405