

*Position:* **Administrative Assistant**  
*Employment Category:* **Full-Time, Non-Exempt (Hourly)**  
*Department:* **Education**  
*Reports to:* **Superintendent, Vice President for Education**  
*Work Location:* **Oregon Conference Office**

**Job Overview:** The Education Department oversees 32 Adventist church schools in the Oregon Conference. The person in this position will provide primary support for the superintendents and will also manage other vital areas within the Education department.

**Responsibilities:** The administrative assistant's responsibilities will include, but are not limited to the following:

- General office duties such as answering and responding to phone calls, emails, and letters; sorting and distributing the mail; filing; preparing mailings; maintaining up-to-date mailing lists; keeping track of upcoming events; and keeping departmental storage areas clean and organized.
- Assist with departmental events including music festival, outdoor school, friendship tournament and teachers' conventions. This may include helping set up and tear down, preparing handouts, and other duties as assigned.
- Process with the local school employment changes for guest teachers and locally-funded employment paperwork, working closely with Human Resources and the Payroll departments. Track guest teacher use and facilitate correct pay.
- Manage student information system, transcripts, standardized testing software, curriculum resources, school evaluations and credentialing of teachers.
- Manage and maintain the Education Library and facilitate teacher use of department resources.
- Handle background checks for school employees.
- Manage principal paperwork, enrollment statistics, surveys, Integrated Pest Management reports and asbestos reports.
- Other duties as assigned.

**Church Employment:** Applicants should have a love for Jesus and sharing Him with others, being able to show a personal devotional life and a desire to follow Jesus and a willingness to serve Him in all areas of work. They must be a member in good standing with attendance at a local Seventh-day Adventist church.

**Required Skills/Abilities:** Must be a team player and able to serve people with professionalism, warmth, and genuine caring demeanor, in all forms of communication. Good oral and written communication skills and an ability to work with people are essential. This person must be organized and able to prioritize and multi-task; able to work with minimal daily direction from supervisors; able to maintain confidentiality; and will have a solid knowledge of Microsoft Office with emphasis on Word, Outlook, Publisher, and Excel. Working knowledge of MS Access database is desired. Familiarity with website content management and design experience is helpful. Working knowledge and experience operating various tools and equipment in the copy room (copiers, document folder, laminator, postage meter, etc.) is essential. The successful employee will work well with the team of co-workers.

**Education/Experience:** Experience within the Adventist Education system and/or previous experience as an administrative assistant is desired.

**Employment Conditions/Physical Requirements:** Most of the administrative assistant's time will be spent working at a desk and on a computer or on the phone. Some occasional light lifting and moving of supplies and equipment will be necessary (generally less than 25 pounds). The administrative assistant will need to be available for occasional after-hour and weekend events and will need their own transportation for those events and occasional errands. Work-related travel expenses are reimbursed.

**Compensation and Benefits:** This position has a wage range of \$17.80 up to \$22.54 per hour, depending on experience. Full-time employee benefits include medical, dental, and vision coverage; Conference funded group life insurance, Conference funded long-term disability insurance, 403(b) retirement matching participation; paid holidays and vacation accrual; and other voluntary options.

**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.

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:

[Jaclyn.Russell@oc.npuc.org](mailto:Jaclyn.Russell@oc.npuc.org)

Fax: (503) 850-3405