

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

Job Overview: The Executive Assistant has a passion for serving Jesus and others. Will have excellent verbal and written communication skills, strong computer skills, is organized, can exercise good judgement, and will keep matters strictly confidential. Primary responsibilities will involve the general executive assistant duties described below, assistance with various committee meetings, and other duties as assigned by the Vice President for Administration.

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

- **General Executive Assistant duties** – Drafting general office correspondence, scheduling appointments, answering phone calls, e-mails, and questions, filing, preparing mailings, keeping track of upcoming events, ordering and maintaining materials and forms. Will provide support to other Conference Executive officers as needed.
- **Committee/AdCo/Session/Camp Meeting Support** – Gathering, copying, scanning, assembling, and disassembling materials and transcribing committee minutes for Executive Committee, Executive Committee retreats, Personnel Committee, Constitution and Bylaws Committee, Administrative Council (AdCo), and AdCo retreats. Keeping committees informed, maintaining contact lists of individuals for committee meetings, as well as ordering name plates for committee members. Assembling backup material for AdCo Agenda, scanning documents, and uploading to Dropbox for digital meetings. Maintaining digital archives for all committees. Updating Camp Meeting assignment brochure and distributing brochure to all pastors, as well as helping with other activities in the office and at the campground during Camp Meeting. Assisting with preparations for Oregon Conference Constituency Sessions, including coordinating registrations for 500+ delegates, preparing church delegate lists, and assembling binders.
- **Conference Clerk** – Reporting Conference church membership changes to AdCo and Executive Committee. Entering membership changes and member information into eAdventist.net for the Conference church and churches without access to eAdventist. Training new clerks and providing assistance to pastors and church clerks with membership or eAdventist questions. Pulling reports from eAdventist for Administration and other departments. Providing user support for office staff using eAdventist. Staying in contact with church clerks and providing reports to those without eAdventist access.
- **Other** – Gathering statistical information from churches and providing that information to other organizations as needed. Assisting with gathering information for Ordination/Commissioning/Emeritus Credentials, preparing ordination materials, and reporting necessary information to the North Pacific Union Conference. Assisting with distribution of the Conference Directory. Occasionally assisting with receptionist duties. Coordinating and/or assisting with Social Committee functions.

Required Skills/Abilities: The successful candidate will have the ability to stay organized, prioritize, be able to multi-task, work independently, meet constant deadlines, deal kindly and professionally with people on the phone and in person, and work calmly in stressful situations. The successful candidate will work well with our team and take

direction and coaching in a positive manner. Must be able to work efficiently, pay attention to details, and be proactive when handling tasks. Having a good knowledge of denominational function is desired. A solid knowledge of Microsoft Office is required with emphasis on Word, Outlook, and Excel, as well as familiarity with Adobe Acrobat and a comfort with computer technology in general.

Education/Experience: Bachelors degree is preferred. Previous work experience in the Adventist church and working with NAD policies would be helpful, but is not required.

Employment Conditions/Physical Requirements: The majority of the Executive Assistant's time will be spent working at a computer or on the phone. Some occasional lifting and moving of supplies and equipment will be necessary (generally less than 25 pounds).

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: This position has a wage range from \$17.17 to \$22.78 per hour, and will be determined based on experience.

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