



- Attend to assignments or requests by the Trust Services Director or other Corporation Officers.
- Maintain a pastoral relationship with individuals being served with estate planning in their homes, care centers, and hospitals, while showing a Christ-like, spiritual interest in each individual and their families.

**Certification:**

- Obtain and/or maintain certification as a Planned Giving and Trust Services Officer.
- If not yet certified, attend three-week Introduction to Trust Services and Basic Estate Planning classes offered twice a year, and pass the certification examination.
- Spend a week in two Planned Giving and Trust Services Departments in a local conference and union Conference.
- Be employed by a Certified Planned Giving and Trust Services Department.
- Attend a total of at least 60 hours of continuing education classes every three years.
- Attend the North American Division Planned Giving and Trust Services Convention every three years.

**Education:** Bachelors degree is required.

**Compensation:** The position has a base salary between \$3537 and \$4147 a month, depending on experience. Additional cost of living and travel amounts will also be paid based on location and travel. The position offers full benefits, including medical, dental, vision, holidays, vacation, sick leave, and defined contribution plan participation. Work-related travel expenses are reimbursed.

The position is open until March 1.

To apply, download from the top of this page the General Employment Application and submit the completed application, along with a cover letter, resume, and writing sample to:

Liesl Schnibbe  
Human Resources Administrative Assistant  
Oregon Conference of Seventh-day Adventists  
19800 Oatfield Road  
Gladstone, OR 97027

Phone: 503.850.3510

Fax: 503.850.3410

E-mail: [liesl.schnibbe@oc.npuc.org](mailto:liesl.schnibbe@oc.npuc.org)