



Oregon Conference of Seventh-day Adventists

Position: Executive Assistant

Employment Category: Full-time, nonexempt

Department: Administration

Work Location: Gladstone, Oregon

Reports to: Vice President, Administration

Date: Currently accepting applications, and will remain open until filled.

Job Overview: We are seeking a candidate with a passion for serving others and who has excellent verbal and written communication skills, strong computer skills, is organized, can exercise good judgment, 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 will include, but are not limited to:

- **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.
- **Committee/AdCo/Session/Camp Meeting Support** – Gathering, copying, assembling, and disassembling materials and transcribing committee minutes for Executive Committee, Executive Committee retreats, Personnel Committee, Internal Personnel Committee, Nominating Committee, Organization Committee, Lay Advisory Council, Constitution and Bylaws Committee, Administrative Council (AdCo), and AdCo retreats. Keeping committees informed, maintaining contact lists of individuals for committee meetings, as well as obtaining name plates for committee members. Assembling backup material for AdCo Agenda, scanning documents, and uploading to Dropbox for digital meetings. Maintaining digital and hard copy archives for all committees. Updating Camp Meeting assignment letter and distributing 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 delegate packets.
- **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.

Skills: 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 criticism in a positive manner. 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: Bachelors degree is preferred.

Compensation: The position has a wage range from \$15.71 to \$21.32 an hour, depending on experience. The position includes benefits, such as medical, dental, vision, holidays, vacation, sick leave, and defined contribution plan participation. Work-related travel expenses are reimbursed.

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.

To apply, please submit your completed General Employment Application, cover letter and resume to:

Keri Self
Human Resources Assistant
Oregon Conference of Seventh-day Adventists
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