



Oregon Conference

of Seventh-day Adventists

Position: Administrative Assistant

Employment Category: Full Time, non-exempt

Department: Legal / Planned Giving and Trust Services

Work Location: Gladstone, Oregon

Reports to: Legal Counsel / Director of Planned Giving and Trust Services / Trust Officer as assigned

Position Available: January 2018

Job Overview: This administrative assistant will support the general legal counsel and/or associate legal counsel, as well as the department of planned giving and trust services as needed. Applicants should have some familiarity with conference guidelines and policies, corporate board/committee procedures, real property conveyances, and the ability to become knowledgeable regarding estate planning (including trusts and wills).

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

- Prepare agendas for various corporate boards and other committees. Attend meetings as the recording secretary, prepare minutes, maintain records, and distribute copies as appropriate.
- Apply for, and maintain assumed business name (ABNs), corporate annual reports, and Employer Identification Number (EIN) records for all conference entities.
- Maintain tracking system for ABNs, recurring lease renewals, property tax exemption renewals, and other items as needed.
- Prepare deeds, lease agreements, and applications for tax exemption for all conference entities; notarize documents as necessary; ensure appropriate recording and/or filing.
- Maintain electronic and physical confidential files, prepare legal documents as required.
- Work with church and school entities to facilitate banking changes as needed.

The administrative assistant's responsibilities for the planned giving and trust services department will include, but are not limited to the following:

- Prepare estate planning summaries, checklists, and advance directives; assist with document signing; scan and distribute copies of signed documents; prepare files; review trusts.
- Maintain trust department calendar.
- Prepare "Work-In Process" tracking spreadsheet for bi-monthly department meetings.

Additional administrative assistant duties may include scheduling appointments; responding to phone calls, e-mails, and letters; filing; preparing mailings; keeping track of upcoming events; covering the front desk during lunch on monthly basis.

Skills: Applicants should be motivated, flexible, have exceptional proofing/editing and writing skills, strong organizational and prioritization skills, and be able to work in a deadline and project-oriented environment. The ability to deal kindly and professionally with people is essential. The candidate must be able to maintain confidentiality, be a team player, and take direction in a positive manner.

The candidate will be working in a PC environment and must be computer savvy, with a solid working knowledge of Microsoft Office. This person should be comfortable using and learning new technology and computer skills.

Education/Experience: Previous administrative assistant experience is required; a 4-year degree is preferred, but previous experience may be considered. Previous experience in estate planning or as a legal secretary is preferred. Must be a notary public for Oregon or able to become commissioned upon hire.

Employment Conditions: The majority 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 may need to be available for after-hours or weekend events and will need his or her own transportation for those events or occasional errands.

Compensation: This position is for approximately 38 hours per week. The wage range is \$15.71 to \$20.84 an hour, depending on experience and education. Full-time benefits include paid holidays, vacation, and sick leave; health care coverage (medical, dental, vision, prescription); basic life and long-term disability insurance; 403(b) retirement plan participation (including employer contributions); and the option to voluntarily purchase supplemental life insurance, personal accident insurance, long term care insurance, and Aflac coverage through payroll deduction.

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 a cover letter, completed General Employment Application, and resume. The General Employment Application is available at www.oregonconference.org/employment-home. Application materials may be submitted via mail, or electronically.

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