



Seventh-day Adventist® Church

TEXAS CONFERENCE

Job Posting

TITLE: Membership Clerk
REPORT TO: Conference Executive Secretary
STATUS: Full-time, non-exempt
RATE: 56% - 76% (\$18.79/hr. - \$25.50/hr.)

POSITION OVERVIEW

The Membership Clerk is responsible for helping those who call or come to the department for assistance with a pleasant, tactful, and friendly demeanor. The qualified individual is personable and possesses sound judgment, self-initiative, organizational abilities, strong oral and written communication skills, and interpersonal skills while performing administrative and office support activities with minimal day-to-day supervision.

The qualified individual will possess a well-developed keyboard and general computer literacy skills. The qualified individual will need to perform the duties listed below and other duties which may be assigned later.

AUTHORITY/ACCOUNTABILITY

The Membership Clerk is responsible to the Conference Executive Secretary. Work is varied and is performed with limited supervision. Assignments are fairly routine and performed essentially independently, referring problems, concerns, etc., to the supervisor for help.

CONFERENCE CLERK

- Provide Church Clerks with support regarding the eAdventist system, membership transfers, baptisms, profession of faith, address changes, etc., as well as follow up when needed
- Actively encourage all churches to report membership, membership transfers, etc., through eAdventist
- Research and resolve membership issues such as incorrect spelling of names or incorrect birthdate information, lost membership records, baptisms never properly recorded, name changes never processed, etc., when necessary
- Initiate, update, and maintain all eAdventist users for the Conference
- Prepare Membership List (baptisms, transfers, and profession of faith) for submission and approval to Executive Committee for the Texas Conference Church and all Groups and Companies
- Update addresses of Conference staff
- Maintains an up-to-date employee directory
- Prepare monthly district alignment reports
- Prepare monthly statistical reports for the Union
- Train Church Clerks in group settings (five times per year in the five different areas of the Conference and one-on-one via Zoom)

SKILLS/QUALIFICATIONS

- Exhibits a commitment to the Seventh-day Adventist doctrines and lifestyle
- Must be a Seventh-day Adventist member in regular standing
- Expresses loyalty and interprets Texas Conference philosophy, policy, and procedures positively
- Contributes to a climate of high morale among staff
- Relates well with peers, visitors, and employees
- Is organized, adaptable, calm, and able to work under stress
- Exercises judgment and discretion when making reports, correspondence, and handling the telephone
- Has accurate spelling, proofreading, and record-keeping skills
- Has numerical ability to make simple math calculations when processing statistical reports
- Maintains a high level of confidentiality regarding the office, its employees, and visitors
- Maintains neat, professional appearance always
- Exhibits initiative and works with minimal supervision
- Adaptable and able to evaluate priorities effectively
- Capable of performing office and support duties with speed and accuracy
- Strong knowledge of English usage including spelling, grammar, and punctuation.
- Spanish-speaking required

EDUCATION/EXPERIENCE

- **Preferred:** Associate (AA) degree in office administration or a business-related field.
- Relevant and successful work experience may be considered in lieu of educational requirements.
- Proficiency in Microsoft Office Suite, including Excel, PowerPoint, Outlook,
- Proficiency in Adobe Acrobat.
- Must possess strong Excel skills.

CONTACTS/ORGANIZATIONAL RELATIONSHIPS

The Membership Clerk interacts frequently with church leaders, institution administrators, and employees, as well as church members. The clerk must exhibit exceptional skills in interpersonal relationships and project a professional Christian image.

PHYSICAL REQUIREMENTS

- Evident good health: occupation requires standing, sitting, walking, kneeling, and bending; carrying light items is required.
- Motor coordination and finger dexterity to be able to grasp, reach, and use a keyboard
- Must be able to lift up to 30 pounds
- Must be able to read, speak, and hear well
- Must be able to effectively communicate both orally and in writing

WORKING CONDITIONS

Essential responsibilities are performed in a sedentary and comfortable manner. Tasks are usually performed under normal office conditions with little or no noticeable discomfort. The work area is well-lighted and ventilated. The position will require travel.

Regular office hours are Monday through Thursday. Friday work is at the discretion of the supervisor. Occasionally it may be deemed necessary for the Clerk to work during the weekends. Overtime is rarely required and never permitted without the supervisor's prior approval.

Candidate must be authorized to work in the United States.

**** *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

APPLICATION PROCESS

To apply, please submit the following to Tatiana Meharry, Human Resources Director, at HumanResources@txsda.org:

1. [Completed Texas Conference Employment Application](#)
2. A resume with your contact information
3. Names and contact information of three individuals who can provide professional references.

PDF format is preferred for all documents being submitted.

Note: Interviews may occur before the final resume due date, so prompt submission is encouraged.