



Seventh-day Adventist® Church

TEXAS CONFERENCE

JOB POSTING

TITLE: Ministerial Development & Evangelism Administrative Assistant
REPORT TO: Vice-President for Ministerial Development
STATUS: Full-time, non-exempt
RATE: 56%-76% (\$18.79/hr. - \$25.50/hr.)

JOB SUMMARY

To assist the Ministerial Development and Evangelism Departments in various duties and assignments.

SCOPE OF DUTIES AND RESPONSIBILITIES

Assist VP and Associate Director with the following:

- Planning trainings for local churches, e.g., Elders Training, Evangelism Campaigns, Church Leadership Summits, etc.
- Routine monthly or quarterly meetings/and organize retreats, e.g., Missional Pathway Focusing Leader retreats and monthly network meetings, Pastoral Ministry Development classes, and Senior Pastor retreats.
- Process Natural Church Development (NCD) assessment tests.
- Continuing Education Credits processing for Pastors and Office staff.
- Help the directors maintain resources such as ordering books and supplies that are helpful in ministry, etc.
- Process, order, and/or create certificates for Pastors. Order ordination plaques and send gifts for pastoral appreciation.
- Run quarterly comparison reports of all our pastors' addresses vs. the NAD magazines database & email updates of deleted pastors/new pastors and their addresses to the NAD.
- As needed, run comparison reports of our churches through MissionInsite demographics database.
- Assist with Pastoral Review Process, pastors' reimbursement requests, and data entry for various Departmental events.
- Help educate pastors on how to use the demographics program & promote usage by our pastors.
- Mail quarterly Elder's Digest magazines to each church's elders, deacons, and deaconesses (run new data report for newly updated First Elder, Elder, and Deacons labels for each quarter).

- Process new Bible Study Referrals to the according location of the person's address and notify the Pastor from that area of the referral request
- Create a new database for various Evangelism Department duties, such as processing requests for funds and maintaining records of funding for speakers and churches

QUALIFICATIONS

- Spiritually:
 - Must have an expressed commitment to Jesus Christ, the teachings, and the mission of the Seventh-day Adventist Church
 - Must be an SDA church member in regular standing
 - Must have a desire to serve in a cooperative, spiritually redemptive, and soul-winning atmosphere
- Administrative Assistant work experience preferred
- Exhibits initiative and works with minimal supervision
- Excellent human relations skills
- Maintains a high level of confidentiality
- Is organized, adaptable, calm, and able to work under stress
- Adaptable and able to evaluate priorities
- Must be able to speak, read, write, and understand English fluently, Spanish, and/or other language skills preferable
- Excellent computer skills, Microsoft Word and Excel proficiency is a must.

TYPICAL PHYSICAL DEMANDS

- Requires sitting, standing, bending, and reaching
- Ability to lift up to 50 pounds
- Requires manual dexterity sufficient to operate standard office machines such as computers, fax machines, calculators, telephones, and other office equipment.
- Requires normal range of hearing and vision
- Must be able to communicate both orally and in writing effectively
- Must be able to travel, whether commercially or through individual arrangements.

WORKING CONDITIONS

Busy environment, requiring constant workflow and phone communication with constituents. Essential responsibilities are performed in a sedentary and comfortable manner. Tasks are usually performed under typical office conditions with little or no noticeable discomfort. The position will require occasional travel, local or out of the area, sometimes on weekends.

Regular office hours are Monday through Thursday. Friday work is at the discretion of the supervisor. 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. [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.