

JOB DESCRIPTION

Upper Columbia Conference of Seventh-day Adventists

Job title: Administrative Assistant

Department/Location: Ministerial

Category: Part-Time - 20 hours per week

Wage range: 60% - 80% (\$20.73 - \$27.64)

Classification: Non-exempt, Hourly

Supervisor's title: Ministerial Director

Date Update: May 2026

Location: UCC Office; Spokane, WA

POSITION SUMMARY

Performs diverse office assignments and secretarial duties for assigned supervisor. Assists in designated office details using initiative and sound judgment. Requires tact, friendliness, and effective interpersonal skills.

AUTHORITY, ACCOUNTABILITY

Authority as delegated by the supervisor. Work is performed with supervision while reporting to the supervisor listed above. There are specific guidelines to follow, but the work requires the ability to carry out duties and meet deadlines independently.

ESSENTIAL JOB FUNCTIONS

- Coordinate departmental correspondence.
- Answer/screen departmental phone calls.
- Maintain online and physical departmental filing system.
- Assist with travel arrangements for event presenters and/or department heads as needed.
- Assist with registration, preparation and event logistics for various retreats
- Coordinate with IT and HR to ensure proper onboarding for new pastors and appropriate adjustments for pastors leaving our territory.
- Assist in preparing ordination review materials for ordination candidates.
- Prepare (yearly) and maintain (regularly) the Evangelism Budget Spreadsheet by collecting reports, collating results and tracking compliance with current policies.
- Update and maintain records for church planting and revitalization projects on the NAD Mission Priority System
- Maintain an updated list of pastor tenure length and ordination status.
- Maintain records of the pastor's CEU requests granted/eligible to be granted.
- Manage pastoral vacation requests and record keeping.
- Facilitate requests for seminary applications and/or Doctor of Ministry applications.
- Manage department SharePoint site for pastors and elders.
- Occasional event help that will require work outside of the typical business hours.
- Other duties as needed and assigned.

KNOWLEDGE AND SKILL

Must have excellent people skills, be a team player, and respect the highly confidential nature of this position. Must exhibit initiative, adaptability, and ability to evaluate priorities. Able to perform

office and support duties with accuracy, strong attention to detail, and strong organizational skills. Most work is performed with minimal supervision; responsible for assigned tasks.

Knowledge of up-to-date office procedures such as filing, telephone techniques, office equipment, computer skills (Office 365 products and other software packages) and English usage (spelling, grammar, punctuation, etc.). Position requires keyboard speed with accuracy. Must be able to facilitate good communications among departmental staff, other departments and outside personnel.

SPECIAL REQUIREMENTS AND APTITUDE

Must be a member in good standing of the Seventh-day Adventist Church. Required experience: Associates (AA) degree (or higher) in office administration or business-related field, or equivalent work/professional experience.

Must have both a pleasant personality as well as good telephone manners. Must possess the ability to communicate with and to deal tactfully and effectively with own department personnel, others within the organization, and outside personnel on a daily basis. Must be able to effectively handle confidential information/situations at all times and maintain high degree of loyalty and support for supervisor(s), department, and organization.

PHYSICAL REQUIREMENTS

Must be able to read, speak and hear. Must be able to effectively communicate both orally and in writing. Some standing, walking, bending, kneeling, carrying of light items, etc. required. Standard work hours, as defined by *Upper Columbia Conference Hourly Employee Handbook*, are required. Overtime is never permitted without supervisor's prior approval. Reasonable accommodations will be provided as outlined by federal and state regulation.

WORK CONDITIONS

Essential responsibilities are performed primarily in a sedentary environment. Tasks are usually performed under normal office conditions. Work area is well lighted and ventilated.

BENEFITS

As a part-time, non-exempt position is eligible for the following benefits:

- Vacation leave
- Sick leave
- Holidays
- Retirement contributions (employer and matching)

Upper Columbia Conference Idaho and Washington locations are not eligible for Unemployment Benefits.