

Northern California Conference
Job Description

DATE:	June 22, 2023	Title:	Administrative Assistant II
LOCATION:	NCC Office - Ministries	Wage/Salary:	\$20.75-\$28.15
STATUS:	Full-time/Regular	ERI Category:	19
REPORTS TO:	Department Directors	FSLA Status:	Non-Exempt

SUMMARY: Provides administrative assistant support to the Asian Pacific/Community Services/Health and Hispanic Ministries Departments.

Essential Duties and Responsibilities:

- 1. General administrative support for Asian Pacific, Community Services, Hispanic, and Health Ministries:**
 - a. Greets walk-ins and directs them as needed
 - b. Performs administrative duties as required
 - c. Answers and screens telephone calls, and assists callers with necessary information
 - d. Manages mail, and departments' email boxes
 - e. Scans, copies, and files as needed
 - f. Keeps pastors' calendars, and ensures attendance at required meetings (including work meetings and any other meetings requiring attendance)
 - g. Maintains the Northern California Conference (NCC) website sections for Asian Pacific, Community Services, Hispanic, and Health Ministries
 - h. Cooperates and communicates with representatives at all levels of the organization (Northern California Conference, Pacific Union Conference, Northern American Division, General Conference, etc.)
 - i. Performs duties for Redwood Camp Meeting: serves on Redwood Camp Meeting Planning Committee; receives Ministry Mall applications with fees; assigns spaces at Ministry Mall; purchases and distributes gifts for guest speakers; receives and distributes meal tickets for guest speakers; ensures projectors, screens, and office supplies loaded on the conference truck; makes copies for speakers; purchases and distributes shirts to NCC employees; sells health T-shirts to campers, collects funds, and submits to treasury department; sets up the booth and promotes health check-ups; keeps the data of CE credit recipients and certificates; finds people to host speakers for meals on Sabbath; posts parking signs for office staff and guest speakers; cleans and arranges office space, keeps water in the refrigerator, and packs office for shipment back to NCC office
 - j. Performs other related duties as assigned by supervisors
- 2. Specific tasks for Asian Pacific Ministry:**
 - a. Contacts Asian Pacific (A/P) Pastors for the reports of church activities such as evangelism and community services, baptisms, etc.
 - b. Notifies A/P Pastors for the scheduled worker's meetings
 - c. Contacts A/P Pastors or church leaders to collect necessary information or data

- d. Cooperates with the editor of NCC Asian Pacific Newsletter “A/P Currents”
- e. Sends NCC A/P Annual Report to the Union as requested
- f. Purchases and sends Christmas cards; purchases and sends graduation gifts; prepares invoices for book sales

3. Specific tasks for Community Services:

- a. Calls pastors or lay leaders to collect the names and emails of community services directors and/or the person in charge of community services
- b. Prepares for the NCC annual community services retreat and/or camps
- c. Sends out surveys; receives and enters data for paper surveys and/or enters the names and email addresses of individuals taking surveys online; forwards invoices to NCC treasurer and bills to churches if necessary
- d. Copies or scans materials to prepare for the departmental events such as Disaster Response Shelter workshops, Donation management seminars, etc. and sends them to recipients
- e. Contacts pastors or community services directors to promote departmental projects, activities, or programs
- f. Purchases and sends thank-you cards to Community Services leaders whenever necessary; prepares invoices for book sales

4. Specific tasks for Health Ministry:

- a. Contacts pastors to collect the names, phone numbers and email addresses of health ministry directors, coordinators, and health care professionals
- b. Sends flyers, magazines, and health ministry materials
- c. Prepares logistics for NCC Health Summit and/or Health Expo

5. Specific tasks for Hispanic Ministry:

- a. Communicates needed information with Hispanic pastors as directed by the Hispanic Ministry Director
- b. Assists the Hispanic Ministry Department in organizing and carrying out diverse types of meetings related to Hispanic Ministry
- c. Contacts Hispanic Pastors for the reports of church activities such as evangelism and community services and baptisms, etc.
- d. Notifies Hispanic Pastors of the scheduled worker’s meetings
- e. Contacts Hispanic Pastors or church leaders to collect necessary information or data
- f. Sends work-related reports to Hispanic pastors
- g. Facilitates communication between Hispanic Ministry and other departments/organization both internal and external to NCC as needed

JOB REQUIREMENT:

This position requires strict confidentiality. The employee must refrain from accessing confidential information not specifically required for his/her duties. The employee must refrain from releasing confidential information to individuals who are not authorized to receive information and from discussing sensitive information with coworkers, friends, family members, or other associates without a legitimate “need to know” and/or proper authorization. The employee must follow documented protocols in transmitting confidential information.

JOB SPECIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty with judgment, creativity, discretion, and use of intellectual ability. The requirements listed below are representative of the knowledge, skill, ability, and physical requirements necessary to perform the job.

Education and/or Experience

An associate degree and two years' experience are desired. (Another equivalent combination of education and experience may be substituted.)

Language Skills

Bilingual Spanish preferred. Must be able to read and write functional English (and Spanish preferred); Must possess the ability to read, analyze, and interpret documents, as well as the ability to respond effectively to very sensitive inquires or complaints.

Mathematical Skills

Must be able to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Must possess the ability to read charts and graphs.

Computer Skills

Must be proficient in Microsoft Office Suite (Word, Excel, Outlook). Must possess computer literacy for internet research and knowledge of applicable programs and software.

Reasoning Ability

Must be able to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Must possess the ability to deal with nonverbal symbolism and a variety of abstract and concrete variables.

Certificates, Licenses, Registrations

None required. (Must be a member of the Seventh-day Adventist Church, in good standing.)

Other Skills and Abilities

Must be able to relate to diverse groups of people (cultural, gender, age, etc.). Must be a team player and be able to work in a team-like environment. Must have good written and verbal communication skills, as well as the ability to listen carefully. Must possess adaptability and demonstrate creative responses to setbacks and obstacles. Must show personal management and motivation to work toward goals. Must demonstrate group and interpersonal effectiveness, cooperativeness, and teamwork, and be able to negotiate disagreements. Regular attendance is required.

Physical Demands

While performing the duties of this job, the employee is regularly required to stand, walk, and sit. This job requires the frequent use of keyboard and mouse. The employee must occasionally lift and/or move up to 30 pounds. (Assistance should be requested when lifting requirements exceed 30 pounds.) Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment is usually an office setting with a moderate noise level. Essential responsibilities are performed primarily in a sedentary and comfortable manner. Work area is well lighted and ventilated. Overtime is not permitted without supervisor's prior approval. A workday is 9.5 hours worked between 7:00 a.m. and 6:00 p.m. Monday - Thursday.

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



Northern California Conference

Office of Human Resources

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JOB DESCRIPTION ACKNOWLEDGEMENT FORM

Position: **Administrative Assistant, Asian/Hispanic Ministries**

I acknowledge that I have received a copy of this job description and understand that it is my responsibility to read and understand it. If I have any questions about this job description or my job duties, I understand that I should ask my supervisor. I understand that the Northern California Conference reserves the right to revise or change job duties and responsibilities as the need arises. I represent that I am qualified to perform these job duties with or without reasonable accommodation. I understand that this job description may be used as a tool to evaluate the performance of my duties.

I understand and agree that this job description does not create a contract of employment or change my "at will" employment relationship with the Northern California Conference.

I have discussed any questions I may have had about this job description prior to signing this form.

Employee's Signature

Date

Employee's Name (please print)