



To reach Iowa-Missouri, North America, and the world with the distinctive, Christ-centered Seventh-day Adventist message of Hope and Wholeness.

Job Description

Position Title:	Administrative Assistant
Department/Location:	Education and Administrative Assistant/West Des Moines, IA
Immediate Supervisor:	Superintendent of Education/Executive Secretary
Status:	Full Time/ Non-Exempt
Wage Scale:	NAD Remuneration Scale (59-79%)
Date:	July 10, 2025

Job Summary

The Administrative Assistant provides primary administrative support for the Education Department while also performing general administrative duties for the Conference President and Executive Secretary as needed. This position ensures that the daily operations of the Education Department and the Executive Offices run smoothly by managing communications, scheduling, records, events, and other administrative tasks in a professional and organized manner.

Essential Duties and Responsibilities

Office of Education

- Manage daily operations for the Education Department, including answering calls, emails, and processing incoming/outgoing mail.
- Execute projects and requests from the Superintendent, including maintaining teacher email lists.
- Process substitute reports and school billings.
- Maintain accurate files: school board minutes, reports, correspondence, teacher and student records.
- Assist with event planning (Music Festival, Teacher's Convention, Outdoor School, etc.) including scheduling, purchasing, and communications.
- Update Education Department forms, website content, shared email lists, and reports.
- Assisting with testing schedules, graduation diplomas, and annual calendars.
- Support school evaluation processes and assist with teacher onboarding and departures.

Conference Leadership (President & Executive Secretary)

- Assist with communication including calls, emails, and visitors to the President and Executive Secretary.
- Prepare, proofread, and distribute correspondence, reports, presentations, and board materials.
- Record and file meeting minutes and maintain confidential records.
- Assist with conference-wide communications and help organize events and initiatives led by the conference leadership.
- Assist with preparation of official documents, certificates, and presentations for conference events.
- Support the Executive Secretary in maintaining accurate administrative records.

Performance Factors

- Timeliness and accuracy of work and communication.
- Professional and courteous interaction with staff, church members, schools, and the public.
- Ability to manage multiple tasks and prioritize effectively.
- Demonstrates initiative, discretion, and confidentiality.
- Maintains constructive working relationships and contributes to a positive office environment.
- Supports the mission and values of the Seventh-day Adventist Church.

Qualifications/Requirements

Education: High school diploma required; college degree or equivalent experience preferred.

Experience: Minimum of three years of administrative experience, preferably in a church or school environment.

Skills & Competencies:

- Proficiency in Microsoft Office Suite (Word, Excel, Outlook), database systems, and web platforms.
- Strong written and verbal communication skills.
- Organizational skills with attention to detail.
- Ability to work independently and as part of a team.
- Must be a Seventh-day Adventist member in good standing.
- Membership in a local Iowa-Missouri Conference Seventh-day Adventist church, or willingness to transfer membership within six months.

Typical Physical Demands

Must be able to read, speak, and hear. Must be able to effectively communicate in English both orally and in writing. While performing the duties of this job, the employee is regularly required to stand, sit, talk, hear, walk, bend, kneel, and lift. The employee is frequently required to use stairs and drive/operate a vehicle.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This is a full-time in-office schedule with flexibility needed for occasional evening or weekend events.

Please Note: *The statements found in this job description are meant to describe the overall general nature and level of the work performed by an employee functioning in this position. The tasks, duties, responsibilities, functions, skills, talents, etc. outlined in the description are not an exhaustive list and should not be construed as such. The Iowa-Missouri Conference Administration reserves the right to modify this job description as/when needed in order to fulfill the mission of the Conference.*