



Potomac Conference

CORPORATION OF SEVENTH-DAY ADVENTISTS®

growing healthy, disciple-making churches

Position Description

Position: Office Assistant - South

Department: Education

Reports to: Vice President of Education and Southern Associate Superintendent

Range: 56% – 76%

Last Reviewed: 08/18

Class: Hourly FT

Summary

As full-time Office Assistant for Education, assist the Potomac Conference Corporation (PCC) in accomplishing its' mission to grow healthy, disciple-making churches. As a team of biblical servant leaders, PCC provides leadership, training and oversight to their network of disciples as together they share the gospel of Jesus. They value Christ-like stewards, practical creativity, helpful collaboration, grace-filled accountability, and transformational learners.

Essential Job Functions/Duties

- **A biblical servant leader** (*who (1) serves as an authentic follower of Jesus and His mission, (2) engages others in a life of holiness, and (3) takes the initiative to equip others for His mission and growth of His kingdom*) that will assist the conference in accomplishing its mission and vision by modeling its' values.
- **Meetings:** Actively engage in monthly Office Staff and Education Department meetings. Assist as needed with Board of Education, Principal Councils, Education Foundation, as well as other meetings.
- Assist VP for Education & Southern Associate Superintendent for Education with letters, phone calls, and projects.
- Route department mail and answer/route incoming phone calls.
- Data Collection from Conference schools/Forms Notebook.
- Prepare, notify, and collect material for Education Department Committees.
- Maintain teacher certification records information.
- Responsible for distribution and collection of Education Department teacher contracts, calendar, directory, inventory, continuing education, communication to field, reimbursement checks, trip requests, minutes, Iowa Assessment, ACT 8th grade Aspire testing, convention planning, resumes, VCPE and school evaluation records.
- Post and keep track of Education Foundation authorizations / donations, complete and submit VDOE reports.
- Special Projects as assigned
- Assist with receptionist duties as assigned.

Education, Skills, and Experience

Associate (AA/AS) degree required. College credits (12-24 months) in a related field or applicable experience may be acceptable in lieu of educational requirements. Successfully completed coursework in related field desirable. Proficiency with Microsoft Office Suite required. A proven track record of effective leadership, judgment, collaboration, learning, and character above reproach. Personally create annual spiritual growth and skill development plans.

Credentials/Licenses/Certifications

- Adherence to the minimum code of conduct set forth in the *Professional Baseline for Full-time, Hourly Employees*
- Valid documentation of legal right to work in the United States
- Valid driver's license.
- Child Protection Training Certificate of Completion
- Criminal Background Check
- International employees (usually on R1 visa) from countries where English is not the primary language, must provide valid, *English as a Second Language* (ESL) certification in general communication skills, up to Level 6.

Work Environment

Employee will be required to do the following for prolonged or significant periods; 1) sit; 2) stand; 3) traverse stairs; 4) lift more than 10 lbs. Overtime may be required, but no travel will be required. Any overtime requires prior supervisor approval; 5) Ability to appropriately handle stress and interact with others is an essential function of this job.