

## Job Description

**Job Title:** Executive Assistant (President)

**Department:** President

**Supervisor:** President of BC SDA Conference

**Location:** Abbotsford, BC

**Wage Range** (annual): \$54,671.76 - \$73,204.56

**Category:** Full-time, non-exempt

**Application deadline:** Open until filled

**Start Date:** preferably March 2026

**ORGANIZATION OVERVIEW:** *Seventh-day Adventist Church British Columbia Conference* serves as the administrative headquarters for the Seventh-day Adventist Church throughout British Columbia and the Yukon. With a mission to *Learn, Love, and Live*, the Conference supports a network of churches, schools, ministries, campgrounds, and community programs while providing leadership in areas including education, youth ministry, family life, health, communication, church ministries, and planned giving. Through its diverse departments and ministries, the Conference is committed to evangelism, fostering spiritual growth, community outreach, and meaningful service across the region.

**POSITION SUMMARY:** The Executive Assistant (President) provides high-level administrative, organizational, and operational support to the BC Conference President, ensuring smooth functioning of the President's office and facilitating effective leadership. This dual-focus role requires managing schedules, communications, travel arrangements, and special projects while also serving as the primary coordinator for the annual Camp Meeting at Camp Hope – a highlight of Conference life and a tremendous ministry opportunity for constituents, former members, new members, and seekers. The position demands exceptional discretion, professionalism, event management expertise, and commitment to the mission of the Seventh-day Adventist Church.

### KEY RESPONSIBILITIES:

#### Church Relationship & Ministry

- Participate in and lead daily worship and prayers for Conference employees
- Respond to caller inquiries in alignment with SDA mission and pray with them as needed
- Reflect SDA beliefs and practices on and off duty; fully support the Conference's mission

#### Executive Support, Administration, and Liaison

- Provide comprehensive administrative support to the President, managing confidential matters with discretion, and handle sensitive information with tact and confidentiality

- Serve as primary contact between the President's office and Conference staff, pastors, church members, and external organizations; screen and direct communications appropriately; maintain professional relationships and facilitate communication flow across all stakeholders
- Manage calendar, scheduling, travel arrangements, and communications (emails, calls, mail); screen and respond on behalf of the President when appropriate
- Prepare correspondence, reports, presentations, and other documents
- Conduct research and compile information for strategic decision-making
- Maintain organized filing systems and process expense reports and financial documentation

#### Travel Coordination

- Arrange comprehensive travel itineraries (flights, accommodations, transportation, schedules)
- Coordinate President's attendance at denominational meetings (NAD, SDACC, Burman University, etc.)
- Prepare travel folders and handle travel-related expenses
- Coordinate Conference-hosted events, visiting speakers, and delegations

#### Office Management

- Coordinate with other departments to support the needs of President's office and to ensure its smooth operation
- Manage supplies and equipment needs
- Schedule staff speakers and coordinate daily prayer lists for morning worships
- Greet and host visitors professionally
- Support other executives or departments during peak periods

#### Denominational & Community Relations

- Maintain awareness of denominational policies, procedures, and organizational structure
- Support the President in maintaining relationships with NAD, SDACC, sister conferences, Burman University, and community organizations
- Coordinate with denominational offices on compliance and reporting; represent the President's office professionally

#### Camp Meeting and Camp Pitch Coordination

- Collaborate with leadership in the significant ministry opportunity to creatively propose speakers, spiritual programs, and activities to enhance the Camp Meeting experience
- Serve as the Secretary of the Camp Meeting Committee (schedule monthly meetings, record minutes, prepare agendas, distribute materials, assign tasks to committee members)
- Ensure policies are reviewed and updated
- Send formal invitation letters to speakers; oversee their booking, travel and lodging arrangements; collect their bios; provide welcome gifts, thank you notes, and honorarium
- Gather information regarding numbers of pastors and family members for Camp Hope to accurately plan meals and room assignments
- Draft Main Pavilion and Seminar Schedules; coordinate with Youth Director, Children's Ministries, Fourteen6, and WAVE leadership
- Responsible for maintaining Camp Meeting website up to date
- Assist in developing capital projects and budget; oversee completion within voted budget
- Book vendors and rentals; coordinate with Safety Officer and First Aid Coordinator for provisions
- Supervise creation and distribution of CM booklet, daily CM newsletter, and other materials
- Draft Personnel Assignments and security schedules; oversee Business Centre

- Schedule supply transportation to Camp Hope and in-house service training for pastors
- Serve as primary on-site coordinator; troubleshoot issues and elevate concerns throughout CM
- Conduct post-event debriefing; collect and categorize feedback; assign follow-up items

*Other duties as assigned by the BC Conference President.*

## **COMMITTEE MEMBERSHIPS**

- Camp Meeting Committee (Secretary)
- Social Committee (Member)
- Administrative Committee (Member)

## **JOB QUALIFICATIONS:**

### **Required:**

- Denominational Commitment:
  - Active member of the Seventh-day Adventist Church in good and regular standing
  - Must conduct oneself on and off duty in accordance with SDA Church teachings so as not to damage the Church's reputation or harm ability to fulfill position obligations
  - Must inform the President if no longer adhering to SDA Church fundamental faith, beliefs, and practices
- Education and Experience:
  - Post-secondary diploma or degree in Business Administration, Office Administration, Communications, or related field (or equivalent experience)
  - Minimum 3-5 years of executive-level administrative support experience
- Technical Skills:
  - Advanced proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) or Google Workspace
  - Experience with calendar management, scheduling software, and database/document management systems
  - Proficiency with video conferencing platforms (Zoom, Teams) and office equipment
- Communication and Interpersonal Skills:
  - Excellent written and verbal communication skills in English
  - Strong presentation skills and ability to express information and key points in clear, convincing, and engaging manner
  - Ability to establish strong relationships and build effective networks with stakeholders
- Organizational and Administrative Excellence:
  - Exceptional attention to detail with ability to manage multiple tasks and priorities simultaneously in a fast-paced environment
  - Strong organizational and time management skills; deadline-oriented
- Personal Attributes:
  - Ability to handle confidential information with integrity, discretion, and sound judgment
  - Perceptive, empathetic, and skilled at navigating interpersonal dynamics
  - Pleasant, approachable, and with strong understanding of customer service excellence
  - Highly professional and able to work both collaboratively and independently
  - Professionally mature and able to maintain composure in challenging situations
  - Trustworthy, reliable, and highly ethical
  - Proactive problem-solving and decision-making skills

- Highly adaptable, flexible, solution-oriented, and with a positive attitude
- Spiritually mature, personally committed to Christ, and modeling Christian values
- Committed to quality and continuous improvement
- Legally able to work in Canada

**Preferred:**

- Bachelor's degree in relevant field
- Experience in non-profit, denominational, or religious organizational settings
- Knowledge of Seventh-day Adventist Church structure, governance, procedures and policies
- Project management certification or experience
- Additional language abilities to engage with significant cultural communities, including Indigenous cultural awareness
- Experience with church management software or databases

**POSITION CONSIDERATIONS:**

**Job description continuous review:** This job description outlines the general nature and level of work for this position. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required for this position. It will be reviewed on a regular basis, and the adjustments may be made at the organization's discretion to meet operational needs of the BC SDA Conference.

**Performance review:** An initial performance review will typically be conducted after the first three months in the position, followed by regular performance reviews required for all employees thereafter.

**Employment benefits:** BC Conference strives to provide employees and their families with a comprehensive benefits package comprising of the medical, dental, disability, and retirement benefits, as well as the entitlement to paid time off and flexible leave policies.

**Terms and conditions of employment:** The terms and conditions shall be outlined in the Employment Agreement/Contract in conjunction with the BC Conference Employee Handbook (as amended from time to time), the contents of which form part of the employee's obligations. Employment Agreement and the BC Conference Employee Handbook are aligned with the applicable local employment standards legislation, and regulations, as well as the practices and policies defined by the SDACC.

**Physical requirements and working conditions:** The position requires strong visual and communication skills, both oral and written, along with the ability to travel locally and long distances for various events and meetings. The role involves working standard business hours (minimum 38 per week), with occasional evening/weekend hours for meetings and events. Work is performed in a standard office environment, with extended periods of sitting, regular use of computer and communication technology, and basic physical activity such as standing, walking, bending, and carrying light items.

**Vulnerable sector background check:** Consistent with our policies, the successful candidate will be required to provide a police background check, including vulnerable sector screening.

**APPLICATION PROCESS:** Interested candidates should submit resume, cover letter, and references to the HR Department of the BC Conference ([sstamenkovic@bcadventist.ca](mailto:sstamenkovic@bcadventist.ca)).