

## Job Description

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

**Department:** Secretariat

**Supervisor:** VP for Administration

**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 January 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 (Secretariat) provides high-level administrative, organizational, and operational support to the Vice President for Administration, ensuring smooth functioning of the Secretariat office. This multi-functional role combines executive-level administrative responsibilities with HR operations responsibilities, and front-line reception duties, serving as the welcoming face of the BC Conference while managing confidential matters, coordinating meetings and events, and supporting denominational and human resources operations. The position demands exceptional administrative and organizational skills, professional maturity, warm hospitality, 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, HR Operations & Liaison

- Provide administrative support to the VP for Administration, managing confidential matters with discretion and handling sensitive information with tact and confidentiality

- Serve as primary contact between the Secretariat 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 VP for Administration when appropriate
- Prepare correspondence, reports, presentations, and other documents
- Conduct research and compile information for strategic decision-making
- Maintain organized records, databases, and filing systems; ensure confidential information is handled with discretion (especially indexing of Board of Directors and ADCOM minutes)
- Process expense reports and financial documentation
- Process Vital Statistics applications for permanent and temporary licenses to perform marriages for pastoral staff as needed
- Process Emeritus credential recommendations to SDACC
- Provide general administrative support to HR Department in routine processes such as recruitment, onboarding, orientation, employment documentation, employee service records tasks, HR reports, filing, etc., in collaboration with HR Director
- Process Credentials and Licences for new and existing employees as voted by ADCOM and BOD

#### Meeting Support

- Prepare agendas, take minutes, and distribute materials for meetings (ADCOM, BOD, etc.)
- Handle all arrangements for BOD meetings, including ordering meals, arranging hotels, sending email invitations, collecting agenda information and departmental reports for binders, and processing travel reimbursements

#### Office Management

- Manage departmental print jobs
- Support other executives or departments during peak periods
- Assist with special projects and initiatives as assigned
- Coordinate social events for major life events of office staff (e.g., celebrations of new births, weddings, retirements, new employees, deaths)

#### Camp Meeting Coordination

- Ensure finalization and release of the Main Pavilion Schedule in collaboration with Comm. Dept.
- Assist in daily distribution of Camp Meeting newsletter
- Collaborate with and support Camp Meeting Coordinator when needed

#### Receptionist Duties

- Greet, welcome, and host visitors professionally; provide office tours to visitors if requested
- Direct visitors to the appropriate person or department and escort them to meeting locations
- Answer, screen, and forward incoming phone calls; take messages and return missed calls
- Check and respond to general inbox emails as needed
- Make announcements over the phone intercom system when necessary
- Perform clerical duties such as typing, photocopying, filing, and data entry
- Receive, sort, sign for, and distribute mail, packages, and faxes
- Order and restock office supplies
- Water and care for office living plants
- Ensure cleanliness and organization of the front desk area, office space, kitchen, etc.
- Maintain office security by following safety procedures and controlling access to the building

*Other duties as assigned by the VP for Administration.*

## **COMMITTEE MEMBERSHIPS**

- BC Conference Board of Directors (Invitee)
- Office Administration Committee for Functions (Member)
- Social 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, Human Resources, or related field (or equivalent experience)
  - Minimum 3-5 years of executive-level administrative support experience
- Technical Skills:
  - Advanced proficiency in MS Office (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; proficiency in clerical duties
  - 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
  - Exceptional customer service orientation with a friendly, warm, welcoming, respectful, and outgoing personality
  - 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
- Able to remain patient and calm when dealing with difficult or unhappy callers/visitors
- Legally able to work in Canada

**Preferred:**

- Bachelor's degree in relevant field
- Experience in non-profit, denominational, or religious organizational settings
- Experience in HR administration and/or HR operations
- 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 and HRIS applications

**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)).