

SOUTH CENTRAL CONFERENCE OF SEVENTH-DAY ADVENTISTS

JOB POSTING

Departmental Secretary

Position: Departmental Secretary

Department: To Be Assigned

Location: South Central Conference Office – Nashville, Tennessee

Employment Status: Full-Time

Classification: Non-Exempt

Reports To: Department Director and/or Designee

Posting Date: August 19, 2026

Application Deadline: Until Position is Filled

POSITION SUMMARY

The South Central Conference of Seventh-day Adventists is seeking a highly organized, professional, and service-oriented individual to serve as a Departmental Secretary.

The Departmental Secretary provides comprehensive administrative and clerical support to the assigned department and assists in ensuring the efficient day-to-day operation of the department. This position serves as an important point of contact between the department and pastors, employees, churches, schools, conference personnel, constituents, vendors, and members of the public.

The successful candidate will demonstrate strong organizational and communication skills, attention to detail, sound judgment, confidentiality, professionalism, and a commitment to the mission and ministry of the South Central Conference.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsibilities include, but are not limited to:

- Provide administrative and secretarial support to the Department Director and other departmental personnel as assigned.
- Manage telephone calls, emails, correspondence, inquiries, and other communications in a professional and timely manner.
- Maintain the Department Director's calendar and assist with scheduling meetings, appointments, conference calls, and departmental activities.
- Prepare correspondence, memoranda, reports, agendas, meeting materials, presentations, and other documents.
- Maintain accurate departmental records, electronic files, databases, mailing lists, and other information.
- Coordinate meeting logistics, including scheduling, meeting notices, materials, room arrangements, virtual meeting links, and other necessary preparations.
- Record, prepare, and distribute meeting minutes when assigned.
- Assist with the planning and coordination of departmental programs, conferences, workshops, training sessions, special events, and other activities.

- Assist with registration, correspondence, materials, supplies, and other administrative needs associated with departmental events.
- Coordinate travel arrangements, including transportation and lodging, as directed.
- Prepare and process travel reports, expense reimbursements, purchase requests, invoices, and other departmental financial documentation in accordance with Conference procedures.
- Monitor departmental office supplies and materials and coordinate purchases as authorized.
- Assist in tracking departmental expenditures and maintaining appropriate documentation.
- Receive visitors and provide courteous and professional assistance to individuals contacting the department.
- Maintain confidentiality regarding personnel, financial, ministerial, and other sensitive information.
- Work collaboratively with other departments and employees of the South Central Conference.
- Assist with special projects and assignments as requested.
- Perform other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

The successful candidate should possess:

- Excellent verbal and written communication skills.
- Strong organizational and time-management skills.
- Ability to manage multiple assignments, priorities, and deadlines.
- Strong attention to detail and accuracy.
- Excellent customer-service and interpersonal skills.
- Ability to exercise discretion and maintain strict confidentiality.
- Ability to work independently while functioning effectively as a member of a team.
- Ability to exercise sound judgment and appropriately address routine administrative matters.
- Strong computer skills, including proficiency with Microsoft Word, Excel, Outlook, PowerPoint, Teams, Zoom, and other commonly used office technology.
- Ability and willingness to learn Conference-specific software and administrative systems.
- Ability to communicate effectively and professionally with employees, pastors, church members, constituents, vendors, and the general public.
- Ability to work effectively in a ministry-oriented and culturally diverse environment.
- Flexibility to assist with occasional evening or weekend departmental programs or events when required.

EDUCATION AND EXPERIENCE

Required:

- High school diploma or equivalent.

- Minimum of two (2) years of administrative, clerical, secretarial, office-management, or related experience.
- Demonstrated proficiency in standard office technology and administrative procedures.

Preferred:

- Associate's or bachelor's degree in Business Administration, Office Administration, Communications, Human Resources, or a related field.
- Three (3) or more years of progressively responsible administrative experience.
- Previous experience working within a church, nonprofit, educational, or ministry environment.
- Familiarity with the organizational structure and operations of the Seventh-day Adventist Church.

An equivalent combination of education, training, and relevant experience may be considered.

PHYSICAL AND WORK REQUIREMENTS

This position generally requires prolonged periods of sitting and working at a computer; regular use of standard office equipment; and the ability to communicate effectively by telephone, electronically, virtually, and in person.

The employee may occasionally be required to lift, carry, or move materials and supplies associated with departmental programs and events. Reasonable accommodations may be provided to qualified individuals with disabilities in accordance with applicable law.

CONDITIONS OF EMPLOYMENT

Employment with the South Central Conference is contingent upon successful completion of all required pre-employment processes, including verification of employment eligibility and completion of the Conference's required background screening.

Because the South Central Conference is a religious organization and ministry of the Seventh-day Adventist Church, employees are expected to support the mission, values, beliefs, and standards of the Seventh-day Adventist Church and to conduct themselves in a manner consistent with the ministry and expectations of the organization.

COMPENSATION AND BENEFITS

Compensation will be based upon the South Central Conference wage scale applicable to the position and the successful candidate's qualifications and experience.

Eligible full-time employees may participate in benefits offered by the South Central Conference in accordance with applicable Conference and North American Division policies and plan requirements.

HOW TO APPLY

Interested candidates should submit the following:

- Current résumé
- Cover letter expressing interest in the position
- Completed South Central Conference employment application, if required
- Professional references

Application materials should be submitted to:

Human Resources Department
South Central Conference of Seventh-day Adventists
Email: HR@scc-sda.org

Please include "Departmental Secretary" in the subject line.

EQUAL EMPLOYMENT OPPORTUNITY

The South Central Conference of Seventh-day Adventists provides equal employment opportunities consistent with applicable federal and state law and the rights afforded to religious organizations. As a religious organization, the South Central Conference reserves the right to give employment preference to members of the Seventh-day Adventist Church where permitted by law and consistent with the religious mission of the organization.
