

Central California Conference Job Postings

Title: Full-Time **Administrative Assistant**

The **Church and Hispanic Ministries Department** is seeking a **Full-Time Administrative Assistant**. Responsibilities include strong computer (MS Office) skills, must be accurate, detail and efficient in data entry and processing paperwork and setting up weekend events. This person must also be courteous in dealing with external and internal customers. Must have personal management, and motivation to work toward goals. Must be bilingual in Spanish and English. Must be a baptized member of the Seventh-day Adventist Church in regular standing and maintain consistent, active church attendance.

Title: Full-Time **Consultant**

The **Gift Planning Department** is seeking a **Full-Time Consultant**. The Gift Planning Consultant meets with constituents of the Central California Conference who have expressed a desire to leave a gift to the Central California Conference in order to assist with their estate planning. They will also maintain service of estate plan needs for existing clients. In addition, the Consultant markets our gift planning services and stewardship program to pastors and constituents through seminars and other special promotions. They must be passionate about assisting each individual in fulfilling their objectives in providing the type of legacy to family, church, and community he or she most deeply desires. Candidates must be self-motivated, organized, detail-oriented, and be willing to travel. NAD certified preferred and prior experience preferred. Must be a baptized member of the Seventh-day Adventist Church in regular standing and maintain consistent, active church attendance.

Both positions will remain open until filled.

To apply:

Please submit cover letter, application & resume to Human Resources.

Application link: <https://www.centralcaliforniaadventist.com/forms>

By email: lbarron@cccda.org, fax 559-347-3062

By Mail: Human Resources, PO Box 770, Clovis, CA 93613