

Adventist Historic Properties, Inc.  
Adventist Heritage Ministries

12501 Old Columbia Pike  
Silver Spring, Maryland 20904



Adventist Heritage Ministries  
Heritage Shoppe

411 Champion Street  
Battle Creek, Michigan 49017

## **JOB DESCRIPTION**

### **Administrative Assistant**

**Main Office, Adventist Heritage Ministries, Battle Creek, Michigan**

### POSITION SUMMARY

The Administrative Assistant (AA) position is a full-time salaried position with housing provided. The AA reports directly to the AHM Executive Director and is responsible for managing and coordinating the Ministries business office as well as Historic Adventist Village Office functions, for the purpose of supporting the organization's goals and objectives.

### OFFICE DUTIES AND RESPONSIBILITIES

- To coordinate and manage the office responsibilities for Adventist Heritage Ministries (AHM) and the Historic Adventist Village (HAV).
  - AHM - General bill-paying and bookkeeping duties, working with our accountant.
  - AHM - Maintaining records for the office, writing letters, etc.
  - AHM/HAV - Coordinating reservations, events, out-of-town guests.
  - HAV - Answering phone calls and requests for information.
  - HAV - Filling in for Heritage Shoppe staff on occasion.
  - HAV - Coordinating volunteers.
  - HAV - Overseeing the cleaning of Village houses and buildings.
  - HAV - Arranging housing for volunteers and out-of-town board guests.
  - HAV - Maintaining good relationships with community, volunteers, local government, and church entities.
  - HAV - Monthly reporting to the accountant and the Site Director.
  
- To work directly with the AHM Executive Director to facilitate his workload.
- To provide a welcoming, hospitable environment for the visitors at HAV.
- To carry out the logistics for AHM events under the instructions of the Executive or Site Director.
- Provide ways for visitors to contribute financially to the operation and upkeep of Adventist Heritage Ministries.

## QUALIFICATIONS

- Firm supporter of the Seventh-day Adventist Church and in harmony with the objectives of Adventist Heritage Ministries.
- Administrative and logistics experience.
- Simple accounting experience.
- Computer skills and familiar with Microsoft Office.
- Good interpersonal and communication skills.
- Interest in Adventist History.

The list above is illustrative and is not intended to describe every function that may be performed in this job. The omission of specific statements does not preclude the AHM Board or the Executive Committee or Executive Director from assigning specific duties not listed if such duties are a logical assignment to the position.

Interested and want to check out more details?

Please send a short Letter of Motivation and your CV to:

[dandersen@adventistheritage.org](mailto:dandersen@adventistheritage.org)

or call: (616) 291 2632

We are looking forward to hearing from you!