

# SOUTHERN UNION CONFERENCE

## Job Description



<b>Job Title:</b>	<b>Publishing Associate Director</b>	<b>Type Of Position:</b>	<b>Hours Per Week</b> <u>N/A</u>
<b>Location:</b>	302 Research Dr., Norcross, GA 30092	<b>Full Time</b> <u>X</u>	
<b>Department:</b>	Publishing Department	<b>Part Time</b> _____	<b>Exempt</b> <u>X</u>
<b>Reports To:</b>	Departmental Director	<b>Intern</b> _____	<b>Nonexempt</b> _____

### POSITION SUMMARY:

The Southern Union Associate Publishing Director assists the Southern Union Publishing Director in coordinating the work of the Literature Evangelists. This includes giving counsel, direction and providing resource material to enhance literature evangelism. Assist in managing the operation and personnel of the Southern Union Publishing Department.

### SCOPE OF RESPONSIBILITY:

- Works closely and meets regularly with the Publishing Director and HHES Treasurer in managing the Publishing Department operation and personnel.
- Provide counsel and direction to State Conference Publishing Directors and Literature Evangelists.
- Assist the director in overseeing the student program, working closely with the coordinators and leaders.
- Conducts workshops, training schools, departmental meetings, and year-end conventions.
- Writes articles for monthly LE newsletter, Southern Tidings, and General Conference LE Magazine.
- Speaks at literature evangelist rallies and church services as requested.
- Sets an example, giving encouragement and instruction to fellow leaders and literature evangelists in the field.
- Attends Southern Union staff and Executive Committee meetings. Assist in presenting updates from the Publishing Department.

### RECOMMENDED EDUCATION/EXPERIENCE:

- A four year degree in related field with experience as a literature evangelist.
- Prior denominational experience as district or conference director.

### KNOWLEDGE AND SKILL:

Knowledge of principles, policies, and beliefs of the Southern Union Conference and Seventh-day Adventist Church. Knowledge of church structure and organization, including committee procedures, etc. Knowledge and skills in appropriate methods of dealing with human behavior in various circumstances. Advanced command of language skills, including proficiency in verbal and written form.

Ability in strategic planning, leadership and organization. Ability to develop long-and short-term plans and programs; and to establish and maintain effective relationships with internal/external personnel. Must possess advanced ability to effectively present facts and recommendations in oral and written form.

**CONTACTS, ORGANIZATIONAL RELATIONSHIPS:**

Contact with church leaders, outside organizations, and lay persons, as well as Southern Union personnel at all levels. Must possess advanced interpersonal skills and project a professional Christian image.

**PHYSICAL REQUIREMENTS:**

Must be able to read, speak, and hear in the English language. Must be able to effectively communicate both orally and in writing. Some standing, walking, bending, kneeling, carrying of light items, etc. required. Must be able to travel extensively in all parts of the Southern Union territory under varying conditions.

**WORKING CONDITIONS:**

Essential responsibilities are performed in sedentary and comfortable manner. Tasks are usually performed under normal office conditions with little or no noticeable discomfort. Work area is well-lighted and ventilated. Conditions may be difficult on itinerary with some irregularity in hours