

SOUTHERN UNION CONFERENCE

Job Description



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

POSITION SUMMARY:

The Southern Union Conference Publishing Director coordinates the work of Literature Evangelists. This includes giving counsel, direction and providing resource material to enhance Literature Evangelism. He directs and oversees the operation and personnel of the Southern Union Publishing Department.

SCOPE OF RESPONSIBILITY:

- Oversees the operations and personnel of the Publishing Department.
- Works as an advisor and in consultation with the Associate Publishing Director whose primary responsibility is the State Conference work (HHES), Conference Publishing Directors, and Adventist Book Centers.
- Oversees the student program and works closely with the coordinators and leaders.
- Conducts workshops, training schools, departmental meetings and year-end conventions.
- Writes articles for the union LE newsletter (monthly), 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.
- Meets and consults with conference administrations and their boards/committees as requested.
- Serves on the Review & Herald Board, NAD Subscription Literature Board, Adventist Book Center Board, and other boards as required.

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