



JOB POSTING

DATE: September 23, 2026
TITLE: **Risk Management Administrative Assistant**
REPORTS TO: Director of Risk Management
STATUS: Full-time, non-exempt
RATE: (\$19.54 - \$26.52 per hour)

POSITION OVERVIEW

The Risk Management Administrative Assistant provides administrative and operational support to the Risk Management Department. This position plays an important role in supporting insurance administration, volunteer screening programs, committee coordination, and other risk management processes that help protect the ministries, assets, and operations of the Conference, its churches, schools, and affiliated entities.

KEY RESPONSIBILITIES

Administrative Support

- Provide general office support including recordkeeping and filing.
- Prepare routine letters, emails, and documents for review and signature.
- Answer phone calls professionally, take messages, and provide accurate information when appropriate.
- Prepare and send notices for Risk Management Committee meetings, and record and maintain the minutes.
- Manage calendars and scheduling for the department and the Director of Risk Management.
- Participate in weekly staff meetings, worships, department meetings, and conference events.
- Take part in approved trainings, webinars, and seminars to continue developing administrative and risk management skills.
- Maintain regular attendance and be punctual in carrying out assigned duties.
- Perform additional duties and special projects as assigned.

Risk Management Support

- Communicate regularly with insurance representatives regarding property, general liability, auto, and other insurance matters.
- Assist with annual auto insurance updates for conference entities.
- File and maintain Certificates of Insurance for churches, schools, and entities, including rentals.
- Process requests for Certificates of Insurance, policy changes, vehicle additions, and removals.
- Help coordinate volunteer background checks for churches and entities, including Pathfinders, Adventurers, volunteers, chaperones, drivers, and key leaders.
- Communicate respectfully and clearly with pastors, church staff, and lay leaders.
- Maintain organized electronic files for open insurance claims and related records.

REQUIRED QUALIFICATIONS

- Ability to communicate effectively in English; bilingual English/Spanish skills preferred.
- Ability to perform all assigned duties in a reliable and professional manner.

- Demonstrated integrity, good judgment, willingness to learn, and ability to work well with others.

EDUCATION AND EXPERIENCE

Preferred:

- Three (3) or more years of administrative, office support, or secretarial experience, preferably within a Seventh-day Adventist organization or institution.
- Associate or bachelor's degree in business administration, office administration, or a related field.

Minimum:

- One (1) year of administrative or office support experience.

FAITH COMMITMENT

- Must be a baptized member in regular standing of the Seventh-day Adventist Church.
- Must support the mission, beliefs, values, and lifestyle standards of the Seventh-day Adventist Church.

SKILLS AND ABILITIES

- Strong organizational skills and ability to manage multiple tasks.
- Strong attention to detail and commitment to accuracy.
- Ability to handle confidential and sensitive information with discretion.
- Team-oriented with a positive, service-focused attitude.
- Clear written and verbal communication skills.
- Demonstrated customer service skills and the ability to maintain positive professional relationships with a diverse range of constituents.
- Ability to work independently with minimal supervision.
- Basic math and administrative skills.
- Willingness to follow established policy and procedures.
- Proficiency in Microsoft Office Suite, including Outlook, Word, Excel, and Teams.
- Ability to learn conference systems, software and databases.
- Experience maintaining electronic filing systems and digital records.

PERSONAL CHARACTERISTICS

The successful candidate will demonstrate:

- Flexibility and adaptability
- Initiative and proactive follow-through

PHYSICAL REQUIREMENTS

- Ability to sit for extended periods while working at a computer.
- Ability to operate standard office equipment.
- Ability to lift and move materials weighing up to 50 pounds occasionally.
- Ability to travel locally and occasionally outside the conference territory.

WORKING CONDITIONS

- Work is primarily performed in an indoor office environment.
- Position requires continuous workflow management and frequent communication by phone, email, and in person.
- Standard office hours are Monday through Thursday 8:00 am – 5:30 pm; occasional evening or weekend travel and meeting participation may be required.

ADDITIONAL REQUIREMENTS

- **Candidate must be legally authorized to work in the United States.**
- **Must successfully pass all required pre-employment screenings and verifications.**

WHY JOIN US?

Join a mission-driven organization dedicated to supporting the ministries of the Seventh-day Adventist Church throughout Texas. You'll work alongside a collaborative team, contribute to meaningful work that protects our churches and schools, and have opportunities for professional growth and development in risk management and administration.

This job posting is intended to describe the general nature and level of work being performed. It is not intended to be an exhaustive list of all duties, responsibilities, and qualifications required. The Conference reserves the right to modify or assign other duties as business needs require.

APPLICATION PROCESS

To apply, please submit the following to Tatiana Meharry, Human Resources Director, hr@txsda.org:

1. [Completed Texas Conference Employment Application](#)
2. A resume with your contact information
3. Names and contact information of three individuals who can provide professional references.

PDF format preferred for all documents being submitted.

Note: Interviews may occur before the final resume due date, so prompt submission is encouraged.