

WE'RE HIRING!

NEC is seeking a full-time Administrative Assistant to join our team and support the Office of Education in empowering Adventist education across the Northeast!

REQUIREMENTS:

- **The individual must be based in the Northeastern Conference Office.**
- **Have 2–3 years of administrative experience.**
- **Must be a Seventh-day Adventist in regular standing.**
- **Tech-savvy, organized, and mission-driven?**

JOB DESCRIPTION

[Administrative Assistant - NECOE Job Description-2](#)

Submit resume, cover letter, and 2 references to:

NDelahaye@Northeastern.org

Hr@northeastern.org

vjarvis@northeastern.org

APPLY TODAY!

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