**EXECUTIVE ASSISTANT TO LAKE REGION CONFERENCE PRESIDENT**

The Lake Region Conference seeks an Executive Assistant to the President to perform diverse secretarial duties. Must be a member of the Seventh-day Adventist Church in Good and Regular Standing. Requires a Bachelor’s degree and two to three years relevant successful work experience. Previous experience in a denominational administrative office preferred.

Send cover letter and resume to: tbest@lakeregionsda.org