

## **Administrative Assistant Ministry Partnership**

Mission Aviation Fellowship (MAF), a Christian nonprofit mission organization founded in 1945, is seeking people who share our desire to see isolated people changed by the love of Christ. MAF operates globally, with its headquarters located in Nampa, Idaho. MAF's core values are: we follow Jesus, we serve together, we commit to a higher standard, and we value each other. This position is a vital part in serving together to bring help, hope, and healing through aviation.

### **A Brief Overview**

The Ministry Partnership Administrative Assistant is responsible for supporting the coordination and production of materials that uphold brand standards, managing interfaces with Donor Services, and assisting with various administrative tasks to ensure smooth operation of ministry activities, as an essential part of the work of MAF so that the Gospel is proclaimed and God's Kingdom is extended.

This position requires an active commitment to the mission, values, and doctrinal stance of MAF. In the course of performing job duties, the employee will act in a manner that is Christ-honoring as well as Christ-like, demonstrating a personal Christian faith and witness in all interpersonal interactions. In addition, the employee must be willing to assist with other projects and duties as assigned by their manager.

### **Essential Duties**

- 25% Graphic Design and Production
  - Coordinates the MP supply closet for fundraising staff.
  - Designs and lays-out Ministry Partnership (MP)-specific materials, brochures, flyers, and publications
  - Upholds MAF image as well as quality and brand standards.
  - Coordinates with internal print shop and graphic artist, as needed.
- 30% Staff Support Processing
  - Interfaces with Donor Services department
  - Identifies discrepancies or errors in gift processing.
  - Receives and processes giving from other MAF sending groups.
  - Creates and updates 'Intended Logs' for pre-field staff support.
  - Processes first-time gifts and distributes notices to staff.
  - Responds to requests for information from donor database.
- 25% Administrative Duties
  - Receives and screens department/division visitors and telephone calls, takes messages; provides information and answers questions as appropriate, routes inquiries to appropriate personnel.
  - Coordinates use of and supervises volunteers, as needed.
  - Opens, sorts, and distributes department/division mail.
  - Produces and maintains MP-related forms and reports.
  - Creates Salesforce reports as needed.
  - Schedules meetings and reserves conference rooms
  - Helps maintain MP intranet content and network files.
  - Processes speaking requests from churches and other organizations.
  - Monitors MP materials and donor gift inventory, ensuring adequate supplies are available.
  - Works with vendors to supply MP gifts and materials including display boards.
  - Helps fill supply and material orders, and ships to staff as needed.
  - Oversees and processes emailed prayer letter delivery bounces.
  - Orders and tracks MP donor gift and supplies
- 10% Seminar and Training Support
  - Interacts with candidates to ensure pre-seminar assignments are received and completed.
  - Proofreads and edits the MP manual and produces all forms and materials needed for the seminar.
  - Participates in MP seminar as needed.

- 10% Prayer Letter Support
  - Emails out prayer letters for staff
- Additional Functions
  - Assists fundraising staff with their basic computer needs, including word processing software, e-mail, database software, and spreadsheets.
  - Completes special projects and tasks as assigned by Director of Ministry Partnership

### **Qualifications**

- High School Diploma/GED is required, or equivalent combination of education and experience.
- Associates degree preferred
- 1 year administrative assistant, preferably in a non-profit setting required.
- 1 Year experience in the area of personal support raising or fundraising preferred.
- 1 Year MAF or similar field experience preferred.

### **Skills**

- Advanced skill in filing, organizing, and record-keeping.
- Advanced skill in accurate keyboarding
- Advanced skill in grammar, punctuation, and spelling
- Intermediate skills in Microsoft Word, Excel, Outlook, Power Point
- Intermediate ability in developing expertise in new software/systems
- Intermediate skill in creative writing and proofreading
- Intermediate skill in graphic design or Canva

### **Competencies**

- Detail-oriented
- Develops and uses systems to organize and keep track of information or work progress.
- Organizes information or materials for others.
- Establishes workload priorities and consistently follows through with on time completion.
- Ability to reason and think through all steps leading to successful project completion, with limited standardization of procedures
- Expresses ideas clearly and concisely in written and oral communication
- Communicates with tact and confidentiality.
- Energized by excellence, high quality, and new ideas/projects.
- Works cooperatively with others.
- Demonstrates openness to new structures, procedures, and technology.

### **Physical Requirements**

- Frequently sitting
- Occasionally standing, walking, stooping, kneeling, crouching, and reaching
- Frequently lifting, carrying, pushing, and pulling of up to 25 lbs.

### **Starting Pay Range**

\$20.58 to \$24.01 hourly DOE

MAF is committed to paying our team members competitively to the industry market and to being a market leader in benefits and work/life balance programs. Consistent with our value..." We commit to a high standard," MAF's Total Rewards Philosophy is designed to maintain and improve our market competitiveness in the NGO sector to attract and retain our most critical resource - our people.

MAF is committed to creating and maintaining a work environment free from any form of unlawful discrimination or harassment. As a faith-based religious organization pursuant to the Civil Rights Act of 1964, Section 702 (42 USC @2000e), MAF has the right to and does solely hire candidates who agree with our Statement of Faith and agree to abide by our Standards of Conduct.

MAF expects all MAF staff to comply with its Safeguarding Policy. This includes proper moral and ethical conduct towards all children and vulnerable adults, in all circumstances and in all relationships. In addition, all MAF staff have a responsibility to seek to prevent any form of abuse, to raise any ongoing concerns, and to report any harm, abuse, or neglect to children or vulnerable adults, discovered or reasonably suspected. Violations of this policy will be subject to corrective action up to and including termination of employment.

MAF seeks to create a workplace that is intentional about Kingdom Inspired Diversity. Our commitment to our employees extends to their opportunities for personal and professional growth and development. We will make reasonable accommodation for qualified individuals with known disabilities, unless doing so would result in undue hardship to the organization.