

Administrative Assistant People Care & Employee Relations

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 People Care & Employee Relations Administrative Assistant provides high-quality administrative coordination, and operational support to the Director of People Care and Relations, the People Care team, and the Employee Relations team. Helps ensure the smooth, organized, and confidential functioning of both departments by supporting scheduling, communication, documentation, engagement activities, and internal coordination efforts 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

- **30% Administrative & Operational Support**
 - Provides day-to-day administrative support to the Director, People Care Manager, and Employee Relations Manager
 - Manages calendars, schedules meetings, and coordinates logistics across teams and time zones.
 - Prepares agendas, takes notes, and tracks follow-up actions for meetings as requested.
 - Maintains associated documents, handbooks, and manuals for both departments.
 - Manages SharePoint, Formstack, and Teams for both departments.
 - Assists with document preparation, formatting, and record management.
 - Supports coordination of cross-functional initiatives and projects within the People team and the organization as a whole.
- **15% Coordination & Communication**
 - Serves as a central coordination point for People Care and Employee Relations administrative needs.
 - Facilitates communication between teams, ensuring timely and accurate information flow.
 - Helps coordinate and support internal meetings, leadership sessions, and team gatherings.
 - Supports preparation of internal communications, updates, and materials.
- **15% Employee Engagement Support**
 - Provides administrative support to the Employee Relations Manager for employee engagement efforts, including:
 - Annual engagement survey coordination (e.g., Q12 logistics and communications support)
 - Tracking action planning timelines and materials
 - Event logistics and coordination support (as needed)
- **15% People Care Team Support**
 - Provides administrative and coordination support to the People Care Manager and People Care Specialists across:
 - Adult People Care
 - TCK (Third Culture Kid) People Care
 - Education Support
 - Assists with scheduling of care-related activities such as debriefs, check-ins, and team meetings (as appropriate)

- Supports organization of non-confidential care resources, materials, and internal tools.
- 10% Confidentiality & Records Management
 - Handles sensitive information with a high degree of discretion and professionalism.
 - Maintains accurate and secure records, files, and tracking systems in accordance with organizational policies.
 - Follows all confidentiality, safeguarding, and data-handling guidelines.
- 15% Support for Safeguarding & Employee Relations Processes (Administrative Only)
 - Provides administrative support only for safeguarding or employee relations processes, such as:
 - Scheduling meetings
 - Fulfilling documentation requests
 - Managing logistics for coordination between involved parties
- Additional Functions
 - Contributes to a positive, organized, and collaborative People team environment.
 - Identifies opportunities to improve administrative efficiency, organization, and systems.
 - Provides flexible support across People Care and Employee Relations as needs evolve.

Qualifications

- High School Diploma/GED is required, or equivalent combination of education and experience.
- 3 years administrative or coordinator experience, preferably supporting multiple leaders or teams.

Skills

- Advanced skill in organizing, scheduling, and planning multi-department engagements and time-sensitive activities across time zones.
- Advanced skill in confidential data handling processes, including safeguarding sensitive information aligned with organizational policies.
- Intermediate skill in Microsoft Office
- Intermediate ability in learning new interfaces, systems and practices

Competencies

- Strong organization, time management, and prioritization
- 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.
- Attentive to details while keeping the big picture in perspective.
- Expresses ideas clearly and concisely in written and oral communication
- Able to connect with people in various capacities with discretion and wisdom.
- Energized by excellence, high quality, and new ideas/projects.
- Desire to grow personally and professionally.
- High level of discretion, professionalism, and emotional maturity when handling sensitive information.
- Works cooperatively and proactively with others.

Physical Requirements

- Frequently sitting
- Occasionally standing, walking, stooping, kneeling, crouching, and reaching
- Occasionally lifting and carrying 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.