

HR Assistant

Mission Aviation Fellowship (MAF), a Christian nonprofit 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 HR Assistant provides comprehensive administrative and operational support to the US Human Resources department, ensuring efficient execution of core HR functions. Responsible for maintaining accurate employee records, supporting onboarding processes, legal compliance, and administering HR systems. Plays a key part in delivering consistent, high-quality HR services across the organization 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.

Essential Duties

- Department Support
 - Monitors hr@maf.org inbox and ticketing system; responds to routine requests; and assigns other requests to appropriate HR department specialist
 - Maintains employee files, including transferring digital documents to employee files, and transitioning paper files to digital
 - Monitors and follows up on outstanding policy/handbook acknowledgements
 - Monitors completion status of assigned training and sends out reminders to staff who have not completed training
 - Issues security access badges, IDs, and lanyards, and administers the related permissions process
 - Creates and updates HR forms
 - Updates appropriate HR intranet pages, including out-of-state employment law federal and state poster sites
 - Maintains out-of-state mandatory handout compliance spreadsheet15% Compliance & Best Practices
- General Administrative Support
 - Acts as the first line of communication for the HR department, including walk-ups and phone calls
 - Schedules team meetings; may take meeting minutes
 - Drafts response emails and letters assigned
 - Processes invoices from various contracted services
 - Processes or distributes incoming mail
- Additional Functions
 - Administers the National Staff Account Request workflow
 - Coordinates flights for new hires with the Flight Training department
 - Stays abreast of current employment laws and regulations
 - Back-up for monitoring completion of required HR and Security compliance documents for overseas travelers, including volunteers, associate staff, new career staff, visitors, and outside auditors
 - Back-up for volunteers/visitors/Board Safeguarding protocols
 - Back-up for METO program
 - Back-up for assigning LMS training
 - Back-up for auditing checklists (onboarding, exits, transfers)10% Advocate Staffing Support

Qualifications

- High School Diploma/GED or equivalent combination of education and experience required.
- Some college business course work with emphasis in HR preferred.
- 2 years of administrative experience required
- 1 year of HR departmental support preferred

Skills

- Advanced skill in maintaining organized and accurate filing, organizing, and record-keeping systems essential for streamlined HR operations
- Advanced skill in conducting precise and efficient keyboarding tasks, crucial for accurate documentation and data entry
- Intermediate skill in applying advanced grammar, punctuation, and spelling skills to ensure clear and professional communication in all HR documents
- Intermediate skill in Microsoft Office
- Intermediate skill in developing expertise in new software/systems

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
- Ability to organize and compile sensitive information and keep it secure
- Works cooperatively with others

Physical Requirements

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

Starting Pay Range

\$20.58 to \$24.01 per hour 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.