

Print Shop Coordinator

Mission Aviation Fellowship (MAF), a Christian nonprofit organization founded in 1945, is seeking people who share our passion for seeing the Great Commission carried out near and far. MAF operates globally, but its headquarters are located in Nampa, Idaho. As a part of this organization, this position is a vital part in bringing the Gospel, healthcare, education, disaster relief, food and clean water to isolated people in developing countries.

A Brief Overview

The Print Shop Coordinator ensures the consistent and efficient supply of printed material for organizational needs using complex printing equipment and related software in a way that carries out MAF's purposes, as an essential part of the work of MAF so that the Gospel is proclaimed and God's Kingdom is extended.

Essential Duties

- **Coordinates Interdepartmental Needs Related to the Print Shop (30%)**
 - Manages assigned projects involving internal customers including prioritizing requests from multiple departments and completing them in a timely manner
 - Interacts with customers to learn and understand printing needs. Participates in developing and providing solutions to those needs
 - Maintains knowledge of donor reporting software
 - Remains knowledgeable of all printing materials and their use on related projects
 - Maintains print processing and paperwork requirements
 - Remains knowledgeable of MAF's security mail requirements for various countries
- **Manages Print Shop Equipment and Supplies (25%)**
 - Maintains Print Shop inventory and stocks all paper and other printing materials
 - Develops an in-depth knowledge of the mechanics of printing equipment and related software
 - Operates and maintains electric paper-cutter guillotine according to manufacturer specifications
 - Folds and perforates documents on various projects using appropriate equipment
- **Print Shop Support (20%)**
 - Creates and prints business cards as requested using InDesign and Illustrator software
 - Uses InDesign, Illustrator, Microsoft and printer software to assist customers in creating and refining various print documents
 - Maintains and assists users with paper shredder
 - Assists volunteers with projects conducted in and related to department
 - Maintains and creates documentation related to Print Shop duties (eg Archive, Intranet, Manual)
 - Assists manager in maintaining central supply shelves and inventory
 - Assists manager with vendor technicians
- **Maintains a High Level of Customer Service (15%)**
 - Interacts professionally and courteously with customers face-to-face
 - Responds in a timely manner to customer service requests
 - Acts quickly in response to customer problems, takes ownership and sees them through to satisfactory conclusion
- **Assists the Mail Clerk as Needed (10%)**
 - Assists in daily mail runs to the post office
 - Provides departmental back-up assistance in times of heavy workload, vacations, or illnesses

- Remains knowledgeable of operations and function of Mail Room equipment and postal software
- Assists in carrying out the operations of the Mailroom
- Remains knowledgeable of MAF and postal policies, procedures, and regulations
- Monitors, sorts, and delivers MAF internal and overseas mail
- Assists with department Series mailings

Qualifications

- High school diploma or GED is required and some college is preferred, or equivalent combination of education and experience.
- 1 year experience in the field of printing or general office services
- Driver's license required to drive, deliver, unload, and load a vehicle with mail items

Competencies

- Customer Service
- Fostering Teamwork
- Results-Oriented
- Thoroughness
- Technical Expertise

Skills

- Intermediate skill in Microsoft Outlook, Excel, Publisher, and Word
- Intermediate skill in Adobe Illustrator and InDesign
- Intermediate ability in managing and maintaining complex department equipment and software

Physical Requirements

- Frequent standing and sitting
- Occasional walking, kneeling, crouching, crawling, stooping, balancing, and climbing
- Occasional lifting, carrying, pushing, and pulling of up to 75 lbs
- Requires accurate vision, hearing, and fine motor skills

MAF offers a competitive benefits package which includes affordable and rich medical (basic or HDHP), dental and vision insurance; vacation and sick leave accrual begin at date of hire; ten paid holidays per year, plus two personal days; 403(b) plan with up to 5% employer match; paid parental leave; life insurance; both short and long-term disability. Total Rewards package increases the base salary by an average of ~\$35,000 per staff member.

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 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.