

Safety and Quality 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

Safety Quality Assistant is responsible for providing vital office support within the unit, focusing on administrative and document control duties essential to its operations. This role contributes significantly to efficient processes and effective communication, ensuring the seamless execution of administrative tasks and the maintenance of meticulous document management systems 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

- General Administrative Duties 15%
 - Receives office visitors and takes messages; provides information and answers questions as appropriate, routes inquiries to appropriate personnel
 - Provides administrative services such as typing, filing, photocopying, scanning, and updating/maintaining SharePoint
 - Drafts documents and letters as needed
 - Coordinates events, meetings, and calendars as needed
 - Maintains a minimum stock of office and kitchen supplies needed for the VP Group
 - Assists in coordination and supervision of volunteers, as needed
 - Coordinates housing, equipment, materials, food and other supplies as needed for meetings, conferences, workshops, and training seminars
 - Administers the safety milestones certificate
- Document Control Administrative Duties 85%
 - Processes Document Amendment Request Forms (DARFs)
 - Maintains the Document Amendment Request System
 - Maintains the controlled document libraries in Web Manuals
 - Edits, publishes and distributes controlled documents

Qualifications

- High School Diploma/GED or equivalent combination of education and experience required
- Some college business course work preferred
- 2 years administrative experience, preferably in a non-profit or aviation setting required

Skills

- Advanced skill in filing, organizing, and record-keeping
- Advanced skill in accurate keyboarding
- Advanced skill in grammar, punctuation, and spelling
- Intermediate skill in Microsoft Word, Excel, and Outlook
- Intermediate ability in developing expertise in new software/systems
- Basic skill in creatively planning and implementing events for various sized groups
- Basic ability in supervising and directing volunteer activity

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
- Expresses ideas clearly and concisely in written and oral communication
- Communicates with tact and confidentiality
- Energized by excellence, high quality, and new ideas/projects

Physical Requirements

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

Travel Requirements

- Rare domestic travel for conference or seminar training

Starting Pay Range

\$20.58 to \$24.01 per hour

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.