



Assistant to the VP, Personnel

JOB SUMMARY

To provide directed and independent duties to assist the VP, Personnel and the Personnel Department as an essential part of the work of MAF so that the Gospel is proclaimed and God's Kingdom is extended.

ORGANIZATIONAL SUMMARY

Mission Aviation Fellowship (MAF), a 70-year-old Christian nonprofit organization, 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.

Essential Functions

<i>% TIME</i>	<i>Essential Functions</i>	<i>Details</i>
50%	Maintains HRIS Database	<ul style="list-style-type: none"> Solicits information from staff, coordinates with Payroll, monitors for correct information, writes and processes paperwork, enters data into database, and distributes information to staff Works with HRIS Support to resolve issues and assists others to resolve database issues, provides training to end users as needed Administers Personnel Change Notice (PCN) form, updates as needed Audits and tracks information in the database to ensure it is accurate and updated in a timely fashion Creates and distributes database reports Updates and maintains organizational chart Develops user documentation and training Assists in customizing purchased software system Assists in maintenance and support of deployed system Performs system testing Plans for software impact on the organization and end users Makes recommendations regarding software product updates, add-ons, and additional features Interacts with vendors and/or developers to understand functionality and software limitations
20%	Administrative Tasks	<ul style="list-style-type: none"> Drafts correspondence for the VP's signature Maintains organization's confidential and psychological files Maintains VP's appointment calendar Maintains the Personnel email list groups Processes the VP's and own monthly credit card reconciliations Attends meetings to take notes or furnish information Distributes organizational communications
15%	Event Planning	<ul style="list-style-type: none"> Maintans Events Kitchen to keep it organized and stocked with appropriate event supplies Coordinates and implements annual organizational Christmas party Coordinates and implements staff retirement events
15%	Family Conference Coordination	<ul style="list-style-type: none"> Makes recommendations to the VP of Personnel on budget, program, and schedule

Essential Functions

<i>% TIME</i>	<i>Essential Functions</i>	<i>Details</i>
		<ul style="list-style-type: none"> Distributes organizational communications related to the conference
		<ul style="list-style-type: none"> Recruits and gives direction to volunteers for conference programming, childcare, refreshment, decorations, and related tasks
		<ul style="list-style-type: none"> Implements and directs all aspects of setup, program, refreshment, cleanup, and related administrative matters, both on-site and off-site
		<ul style="list-style-type: none"> Provides the VP of Personnel with summary of budget expenditures, suggestions for changes, and completes any final close-out tasks to complete the conference

Additional Functions

Coordinates and implements, or advises for other departmental or organization-wide events
Assists with HR-related software implementation and maintenance
Serves on a rotation as relief for 15-minute breaks at the front reception desk
Plans and implements the Board & Staff Potluck meals, assists in the implementing of the Board Dinner, as needed
Travels to stores and restaurants to select and procure food and supplies for events

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

<i>Education Level</i>	<i>Education Details</i>	<i>Req</i>	<i>Pref</i>
Some college			X Or
Equivalent combination of education and experience			

Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>
1 Year	Event planning		X And
5 Years	administrative duties or related field		X Or
3 Years	administrative experience directly with Personnel duties		X And
1 Year	Executive support experience		X

Skills and Abilities

<i>Proficiency</i>	<i>Skill/Ability</i>	<i>Description</i>	
Advanced	skill in	filling, organizing, and record-keeping	And
Advanced	skill in	accurate keyboarding	And
Advanced	skill in	grammar, punctuation, and spelling	And
Intermediate	skill in	internet research skills	And
Advanced	skill in	Microsoft Excel	And
Intermediate	skill in	Microsoft Publisher	And
Intermediate	skill in	Microsoft Word	And
Basic	skill in	Microsoft Access	And
Basic	skill in	Microsoft Outlook	And
Basic	skill in	Microsoft PowerPoint	And
Advanced	ability in	developing expertise in new software/systems	And
Intermediate	ability in	event planning and implementation, both on-site and off-site for various sized groups; to effectively direct volunteer activity for event activities	

Scan the QR Code above for an application or head to www.maf.org/serve for more!