

Position: Referencing Support Staff
Employment Category: Part-time, Non-Exempt (Hourly), 8-15 hours/week
Department: Risk Management
Reports to: Risk Management Director
Work Location: Oregon Conference Office
Submission Deadline: October 7, 2021

Job Overview: The Risk Management referencing support staff must be familiar with the volunteer background check system, background check committee, and file management.

Responsibilities: The Risk Management referencing staff responsibilities include, but are not limited to the following duties and areas.

- Managing volunteer background check process through the Sterling Volunteers platform
- Texting references provided by the applicants
- Making phone calls to references who aren't responding to texts
- Making phone calls to applicants for additional information about their volunteer application
- Keeping volunteer database current (data entry)
- Auditing volunteer church files 4 times a year
- Other duties as assigned

Required Skills/Abilities: The person in this position must have the ability to serve people with professionalism yet with warmth and genuine caring, both on the phone and in person. He/she will need to have excellent oral and written communication skills, an ability to work efficiently, pay attention to details, and be proactive when handling tasks. The successful candidate will be organized, able to prioritize and multi-task, able to maintain confidentiality, and work well with co-workers. This referencing support person should have a solid knowledge of Microsoft Office, with emphasis on Word, Outlook, Excel, and Access.

Employment Conditions/Physical Requirements: The majority of the referencing support staff's time will be spent working at a computer or on the phone. Some occasional lifting and moving of supplies and equipment will be necessary (generally less than 25 pounds).

Other: The Oregon Conference hires Seventh-day Adventist Church members in regular standing based on religious preferences permitted by the United States Constitution and controlling law.

Compensation: This position has a starting wage \$14.00 per hour, depending on experience.

If you are interested in applying, please submit a completed General Employment Application, cover letter, and resume. The General Employment Application is available on the [Oregon Conference website](http://oc.npuc.org).

This information may be sent to the following address:

Oregon Conference of SDA
Attn: Human Resources
19800 Oatfield Road
Gladstone, OR 97027

Or you may send your application via e-mail or fax to:

David.Perrin@oc.npuc.org
Fax: (503) 850-3405