

*Position:* **Referencing Support Staff/Women's Ministries Support Staff**  
*Employment Category:* **Part-time, Non-Exempt (Hourly), 20 hours/week total**  
*Department:* **Risk Management & Women's Ministries**  
*Reports to:* **Risk Management & Women's Ministries Director**  
*Work Location:* **Oregon Conference Office**  
*Submission Deadline:* **September 30, 2022**

**Job Overview:** The support staff position assists the Risk Management and Women's Ministries departments with administrative support tasks.

**Responsibilities:** Responsibilities include, but are not limited to the following duties and areas.

Risk Management (approximately 10 hours per week)

- 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

Women's Ministries (approximately 10 hours per week)

- Sending email and physical mailings as needed by director
- Assisting with registration process of Women's Ministries Leadership Training Retreats and Conference retreats annually
- Keep stock of departmental supplies and entering receipts for departmental budget
- Interact with vendors used for Women's Ministries activities and events
- Make and receive phone calls
- Assist with Camp Meeting events
- Other duties as determined by available time and need

**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. It is preferred that candidates be familiar with the volunteer background check system, background check committee, and file management.

**Employment Conditions/Physical Requirements:** The majority of the 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). Occasional travel for events may be required.

**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 \$15.00 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](#).

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](mailto:David.Perrin@oc.npuc.org)

Fax: (503) 850-3405