



ADRN Document Control Organizational and Administrative Support

Job Summary:

The ideal candidate has the ability to organize, store, and maintain the organization's critical documents, adhering to document lifecycle processes and procedures, and archiving inactive documents in accordance with ADRN's Document Retention and Destruction Policy. You must have the technical and relational skills to support program manual rollouts, complete document changes for disaster deployments, and support training and conference material delivery. You will also be performing clerical duties and administrative tasks in support of various organizational departments. The ideal candidate for this job is resourceful, asks questions, a good problem solver, detail oriented, organized and thrives in a fast-paced environment. Assuring a steady completion of workload in a timely manner is key to success in this position.

Duties and Responsibilities:

- Ability to ensure the integrity, consistency and timeliness of all formal documents
- Ability to oversee the check-in/check-out of formal documents using a combination of manual and automated processes
- Proficiency in working with documents created using MSOffice (Word, Excel, PowerPoint and Google's Office Suite (Docs, Sheets, Slides and Forms))
- Proficiently in managing PDF files and larger media files including video and graphic formats
- Willingness to work within existing manual systems while working with IT to develop more efficient processes
- Manage workflow daily, ensuring that deadlines are met and work is completed correctly
- Implement and monitor projects as directed by management, and see the projects through to completion
- Generate memos, emails and reports when appropriate
- Respond to questions and requests for information
- Prepare quality Document Control system information and data summaries for management review meetings and other similar meetings as needed.
- Provide oversight for the Document Control Review Board (DCRB) in processing new document requests, implementing change requests, track document disposition through the process, and complete all DCP activities in a timely manner (ensure accuracy and completeness, as well as format and content).
- Assist with internal audits in compliance with ADRN's internal audit procedure. Tracks issuance of compliance deviation notifications, as-well-as recommended corrective actions for quality issues.

Position Requirements:

- Bachelor's degree or equivalent experience in document administration
- Must be comfortable working in data management systems, with a passion around maintaining data integrity
- Skilled and comfortable in switching between MS Office and Google Office Suites
- Skilled in managing files in Dropbox, Google Drive and Google Streams
- Familiarity with the following tools a plus:
 - Asana
 - Slack
 - AODocs
- Comfortable with change

Organizational Expectations of Staff

- Follow organizational policy, procedures and practice culture of honor with one another
- Communicates clearly with peers, co-workers, and team members
- Sets the tone on reliability, attendance, high performance standards and what it means to be an I AM Ready Christian, emotionally, spiritually and physically to all staff and volunteers
- Spends minimally one planned, full day per month, away from the office, seeking God's face for direction, guidance, support and relief for role. Spends time in the word and prayer with God for spiritual instruction, growth and rest
- Attends all of ADRN's emotional, spiritual and physical trainings to understand the depth of what ADRN offers churches and volunteers
- Minimum of 40 hours per week

ETHICAL STANDARDS: ADRN has a reputation for conducting its ministry and activities with integrity and in accordance with the highest ethical and Biblical standards. All employees of ADRN must be committed to the Lord Jesus Christ, in accordance with the Bible and with ADRN's Statement of Faith. The authority for making determination of these standards for ADRN shall be the Board of Directors working in consultation with the Executive Director, applying their interpretation of the standards set forth in the Bible.

ADRN Mission Statement: To glorify Christ by equipping, empowering, and mobilizing a network of churches to respond to the physical, emotional and spiritual needs of those affected by disaster. Luke 10: 25-37, Ephesians 4:12-16

ADRN Vision Statement: An active, empowered network of prepared churches, bringing hope into crisis through the transforming power of Jesus Christ to every life and community we serve. Revelation 19:5-7