



ADRN Field Operations Administrative Assistant Job Description

JOB SUMMARY:

The Austin Disaster Relief Network (ADRN) is a Christian nonprofit 501(c)(3) organization of over 190 Greater Austin churches and thousands of trained volunteers bringing hope into crisis. ADRN's network enables and empowers church members to organize, prepare, mobilize, and respond quickly in the event of a disaster, great or small. ADRN seeks an hourly, part-time (20 hours/week), non-exempt Field Operations Administrative Assistant (FOAA) to be based in Austin, Texas. The FOAA will report to the ADRN's Field Operations Manager (FOM) and provide direct support to the FOM. The FOM leads the Field Operations Department (FOD) which is responsible for the readiness of ADRN resources during non-deployment mode and the response of ADRN resources in the field during deployment mode. The FOAA will provide general administrative support services, assist with document creation and management, coordinate FOD needs with other ADRN Departments, and assist with volunteer coordination and management.

PROJECT:

This job is a component of ADRN's Prepare Greater Austin Fund project. This project is currently funded through early 2024 and may be extended as necessary if donated funds permit.

RESPONSIBILITIES:

As a member of the FOD, the FOAA's responsibilities will include:

- Assigned administrative duties to aide the FOM, including scheduling of one-off and recurring internal/external meetings, developing meeting summary notes, scanning and tracking of hard-copy documents utilized in readiness and response activities.
- Tracking and updating progress of FOD Strategic Initiatives and Department Goals.
- Developing and/or editing FOD readiness and response documents and spreadsheets, using various software packages/platforms (Microsoft Office, Google Workspace, Adobe Acrobat).
- Organizing of FOD working documents within ADRN's Google Drive system.
- Maintaining Field Operations process documents within ADRN's document management system.
- Ordering/purchasing of readiness and response resource needs.
- Coordinating readiness and response needs with other ADRN Departments.
- Assisting with coordination and management of volunteers for various readiness and response activities.

QUALIFICATIONS AND EXPERIENCE:

- A post-secondary-school degree or certification (preferred).
- A minimum of 3 years of administrative experience (preferred).
- Experience working in the nonprofit sector (preferred).
- Have well-developed interpersonal skills.
- Have strong time-management and organizational skills.
- Have the ability to be flexible and work efficiently in a sometimes rapidly changing environment.
- Resourceful and innovative problem-solving skills.
- Demonstrable skills with and/or ability to quickly learn software applications utilized by ADRN:
 - Microsoft Suite applications (Word, Excel, PowerPoint, etc),
 - Google Workspace (Docs, Sheets, Slides, Drive etc),
 - Adobe (Acrobat Pro),
 - Slack - communication platform
 - ASANA - workflow management platform
 - others as needed.
- Have the ability to prioritize assigned duties and accomplish within allotted timeframes.
- Understanding, influencing, and serving others are important attributes in this position.
- Have the maturity and ability to discuss difficult situations, both work expectations and any survivor interactions/stories, with management.

WORK ENVIRONMENT:

- This is primarily an onsite office-based position at ADRN HQ, with the ability to work from home with permission from the FOM
- The physical demands of the job are those typical of an office environment
- Employee may be asked to participate in field response efforts when the organization is supporting active disaster responses

ORGANIZATIONAL EXPECTATIONS OF STAFF:

- Handle all conflicts through biblical conflict resolution.
- Learn, understand and embrace ADRN culture, spiritual history, ADRN vision, and mission statements, and I AM Ready™ and Life-Sustaining Church™ programs.
- Seek God's face, read His Word, and be led by the Holy Spirit.
- Communicate clearly with peers, co-workers, and team members.
- Set 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 volunteers.
- Spend minimally one planned, full day per month away from the office, seeking God's face for direction, guidance, support, and relief for the role. Spend time in the word and prayer with God for spiritual instruction, growth, and rest.
- Attend all of ADRN's emotional, spiritual, and physical training to understand the depth of what ADRN offers churches and volunteers.
- Fulfill a minimum of 20 hours per week, during regular office hours. Additional hours will be expected from time to time, including during active disaster response efforts.

- Attend Thursday morning All Staff Prayer and All Staff Meetings at HOPE Prayer Center, as well as fulfill other staff expectations. Follow organizational policy, and procedures and practice our culture of honor with one another
- Willingness to accept our Statement of Faith

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 the 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 the Church of Greater Austin to shepherd those affected by disaster and meet their physical, emotional, and spiritual needs. Luke 10: 25-37, Ephesians 4:12-16

ADRN Vision Statement: To be an active, empowered, Life-Sustaining Church Network™, bringing hope into crisis through the transforming power of Jesus Christ to every life and community that we serve. Revelation 19:5-7

Work Authorization

Employees must be authorized to work in the United States under Federal requirements.

Other Duties

Note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice

Send resume to: HR@ADRNTX.ORG