PURE DESIRE MINISTRIES

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PRODUCTION ASSISTANT

Location: Portland, OR
Terms: Permanent/Part-Time (Monday - Friday, 20-30 hours per week)
FLSA Status: Non-Exempt
Benefits: Refer to Employee Handbook
Direct Report: Production Manager (PM)

ABOUT US

Pure Desire Ministries International (PDMI) is a biblically-based and clinically-informed ministry committed to true revival in the church through the healing of the present day epidemic of sexual brokenness.

JOB DESCRIPTION

The Production Assistant supports the PM in the day-to-day operations of the Production Department. This role assists with production coordination, inventory tracking, order fulfillment, quality control, and collaboration with staff and volunteers. The ideal candidate is organized, detail-oriented, dependable, and aligned with the vision, mission, and values of PDMI.

DUTIES & RESPONSIBILITIES

- ☐ With direction from the PM, support in coordinating daily production operations and workflows, including;
- ☐ Coordinate order fulfillment and shipping processes, such as, preparing, packing, and shipping of customer, department, and event orders
- ☐ As assigned by the PM, communicate professionally with customers and internal stakeholders
- ☐ Assist with production scheduling, project execution, and adherence to established quality control standards and procedures
- ☐ Support inventory coordination, including receiving supplies, maintaining stock levels, and assisting with monthly inventory counts

- ☐ Maintain organization, cleanliness, and basic upkeep of the production workspace and equipment
- ☐ Utilize production, shipping, and administrative systems to accurately record data and track work completed
- ☐ Collaborate effectively with staff and volunteers to support a positive and efficient team environment
- ☐ Perform other duties as assigned by the PM

SKILLS & QUALIFICATIONS

- ☐ Strong ability to organize time and prioritize tasks
- ☐ High level of attention to detail and organizational ability
- ☐ Demonstrates initiative by independently seeking out additional responsibilities once core duties are fulfilled.
- ☐ Effective written and verbal communication skills
- ☐ Ability to problem-solve and think critically
- ☐ Ability to coordinate multiple tasks and details simultaneously
- ☐ Receptive to coaching and constructive feedback
- ☐ Basic computer proficiency
- ☐ Ability to lift up to 60 pounds
- ☐ Reliable transportation

PREFERRED

- ☐ Experience with Google Chrome and parcel shipping software

REQUIRED

- ☐ Upon hire, employees will be required to read and sign a PDMI Faith and Lifestyle Expectations Agreement
- ☐ Upon hire, employees will be required to use Accountable2You reporting accounts when using PDMI computers, networks, and applications (Digital Assets). PDMI will provide an Accountable2You account that will cover your office workstation and any machine that is used for conducting work for PDMI.
- ☐ Upon hire, all PDMI employees agree to adhere to PDMI's vision, values, and best practices