

Oklahoma Assemblies of God
Job Posting
Credentialing Specialist

Classification: Non-Exempt

Ministerial: No

Type: Full-Time

Purpose of the Job

The OKAG is looking to fill the position of Credentialing Specialist. The Credentialing Specialist plays a critical role in the life of the OKAG. The primary purpose of this job is to work with prospective and current credential holders to attain and progress in the credentialing process.

This person will work closely with multiple candidates from various walks of life, internal OKAG staff, Presbyters, Board members, and OKAG Leadership. This position will be the liaison between the General Council Secretariat and the OKAG office regarding all credentialing matters.

Required Qualifications

- A bachelor's degree is preferred though applicants with strong organizational and technical skills may be qualified.

Technical Skills

- Proficient in Microsoft Office
- Familiarity in Microsoft Teams
- Ability to learn new systems and technologies as needed
- Proficient typing skills

Communication Skills

- Excellent grammar and writing skills.
- Good with interpersonal relationships.
- Ability to tactfully communicate with people inside and outside the organization
- A high degree of confidentiality
- Good presentation skills

Leadership Skills

- Highly organizational
- Ability to multi-task and prioritize tasks as needed
- Ability to maintain a flexible and positive attitude in the face of stress
- Ability to create effective and efficient systems

General Skills

- Basic knowledge of general office equipment
- Organized with a strong attention to detail and a high degree of accuracy
- Ability to travel as the job requires
- Ability to handle multiple interruptions throughout the day
- Ability to remain flexible and manage unplanned circumstances
- Ability to work independently and interdependently
- Ability to work with minimal supervision
- Ability and willingness to learn new skills quickly

Interested candidates send a resume to careers@okag.org.