Blessings International is a Christian 501(c)(3) nonprofit ministry that provides medicine, medical supplies, and other products to short-term medical mission teams serving the indigent in the United States and developing nations, full-time clinics and hospitals in developing nations, disaster relief, and other medical missionary needs, as well as Blessings’ own benevolent projects.

The Compliance Assistant serves an important role in the overall operation of the ministry. The following is the minimum personnel requirements and expectations of job performances.

1. **Christian**
   1.1 Membership in good standing of a Christian church. Consistently participates in worship services, participates in the Christian life and witness of the church and lives a Christian lifestyle.
   1.2 Christian overseas missionary experience with some business and/or medical components is preferred.
   1.3 Relates well to Board members, employees, customers, and vendors, as well as individuals from various Christian denominations with whom the organization interacts.

2. **Education**
   2.1 Associate degree required, Bachelors degree preferred.

3. **Business experience**
   3.1 At least two years experience in a Compliance position.
   3.2 Training and experience in computer usage including, but not limited to, word
processing, spreadsheets, databases and online databases.
3.3 Excellent communication skills/written and oral.

4. Reporting Relationships
   4.1 The Compliance Assistant reports to the CEO.

5. Compliance Assistant Competencies
   5.1 Monitors proposed, adopted and amended rules and regulations.
   5.2 Establishes, documents and amends compliance related policies and procedures in collaboration with the CEO.
   5.3 Develops and implements internal training programs.
   5.4 Researches projects or initiatives and advises business partners of regulatory and compliance requirements.
   5.5 Conducts required internal regulatory related examinations (All exams are approved by the Board of Trustees).
   5.6 Implements and conducts various monitoring and testing to ensure to regulatory and internal requirements.
   5.7 Investigates, resolves and documents licensing and compliance issues.
   5.8 In collaboration with the CEO creates a plan of corrective action for any type of vulnerability or risk within the compliance program.
   5.9 Prepares, submits and follows up paperwork for the following:
      a) Wholesaler renewals and initial applications with State Board of Pharmacy (may require preparation of supplemental information).
      b) Charitable solicitation license renewals and initial application with state regulatory agencies.
      c) Import for Export filings. Work with Customs Broker to file necessary paperwork with U.S. Customs. Prepare documents for FDA when required.
   5.10 Demonstrates regular and predictable attendance.
   5.11 Performs related work as assigned.

6. Other Duties and Tasks
6.1 Please 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.