

EDUCATION

KAREN HEINRICH—Executive Assistant and Office Manager for the Education Department

Phone-503-850-3550 Fax-503-850-3450 [Karen.heinrich@oc.npuc.org](mailto:karen.heinrich@oc.npuc.org)

Coordinates the ministry details for our department, working with VP of Education and Superintendents as well as consultant for Education office staff.

FAWN FAHRER—Administrative Assistant for the Education Department

Phone-503-850-3551 Fax-503-850-3451 Fawn.fahrer@oc.npuc.org

1. Organizer of our resources and assists Principals with the “paperwork” and processes that are part of the daily management for our ministries.
2. Receptionist for the Education Department.
3. Coordinates monthly **Substitute Teacher and Principal Release Payroll** requests.
4. **RenWeb Student Information System support** and liaison for development and training.
5. Provides **Dashboard and DataRollup** support.
6. Coordinates local hire payroll documents and office submittal processes. **ALL LOCAL HIRE EMPLOYMENT DOCUMENTS ARE SUBMITTED TO FAWN.**
7. Provides project management support for Superintendents as requested.
8. Collates **Student enrollment data**, including opening and closing reports. Coordinates with schools to complete the required documentation.
9. **Registrar** for students enrolled in Oregon Conference Junior Academies.
10. Coordinates **volunteer applications and background check** requirements.

GAYLA ROGERS—Financial Specialist for the Education Department

Phone-503-850-3546 Fax-503-850-3446 gayla.rogers@oc.npuc.org

1. Coordinator of School Financial Reporting to Conference.
2. Assist school leadership with financial management.
3. Coordinate School and Personnel reimbursement and payable requests with the OR Conference Treasury Department.
4. Coordinate Annual training for School Treasurers and Business Managers.
5. Coordinate Protocol and management of Financial Gifts and programs for the Education Ministry in the OR Conference.
6. Management of logistics for **Every Child Deserves to Know Christ**-Grant.
7. Coordinator of School Invoicing.
8. Student Insurance.

FERNANDO CHAVEZ—Community Outreach Coordinator for the Education Department

Phone-773-495-4186 Fax-503-859-3451 fernando.chavez@oc.npuc.org

1. Connects schools into local communities for outreach projects.
2. Calls agencies, non-profits, and businesses.
3. Coordinates dates, times, and rotations of outreach projects.
4. Visits schools regularly who are involved in community outreach.
5. Actively involve the students in community outreach with the goal of sharing the love of Jesus with their friends and neighbors.
6. Assist with Step-Up and High School leadership programs.

LAURA SOHN—Community Outreach Coordinator for the Education Department

Phone-206-227-8513 Fax-503-859-3451 laura.sohn@oc.npuc.org

1. Connects schools into local communities for outreach projects.
2. Calls agencies, non-profits, and businesses.
3. Coordinates dates, times, and rotations of outreach projects.
4. Visits schools regularly who are involved in community outreach.
5. Actively involve the students in community outreach with the goal of sharing the love of Jesus with their friends and neighbors.
6. Assists schools with Southern Adventist University’s PFE and ASSIST program paperwork.