

JOB DESCRIPTION



Job Title: Administrative Assistant
Reports To: Director of Operations
Status: Full-Time, Non-Exempt
Salary: Starts at \$30.00/hour + Benefits

Fresno Building Healthy Communities does not discriminate on the basis of race, color, religion, origin, gender, national origin, age, marital status, military service, disability or sexual orientation. Reasonable accommodations may be provided upon request. All applicants tentatively selected for this position will be required to pass a background screening and may be required to submit to tests to screen for drug and alcohol use prior to employment.

ORGANIZATION BACKGROUND

Fresno Building Healthy Communities (Fresno BHC) works with community leaders, non-profit and faith-based organizations, and policymakers to foster and encourage thriving communities where all children and families can live healthy, safe, and productive lives.

Fresno BHC's work is grounded in the underlying belief that social, environmental, political, and economic factors together have an impact on the health and wellbeing of individuals and community as a whole. Fresno BHC works to continually engage a diverse constituency across the Central Valley around issues related to education, health, land-use, youth leadership, civic engagement, and community development, with special focus on residents living in central, southeast, and southwest Fresno.

Representing more than 97,000 south Fresno residents, Fresno BHC is building a movement to change policies and systems in order to create *One Healthy Fresno* for everyone.

POSITION DESCRIPTION

Under the direct supervision of the Director of Operations, the Administrative Assistant provides a wide range of administrative and financial support duties to facilitate the efficient operation of Fresno BHC. The Administrative Assistant works closely with the Administration and Operations Departments to support with the input of operational transactions in to administrative, financial, and other systems; maintaining records; performing appropriate controls and reconciliations; support the production of routine management reports; perform periodic accounting processes; and support with the year end, audits, and related administrative processes. The Administrative Assistant is expected to plan, prioritize, and organize competing priorities.

RESPONSIBILITIES

Complete a broad variety of administrative tasks and clerical tasks including, but not limited to:

1. Perform routine clerical and administrative work, including processing mail, filing, classifying, and indexing records, typing, copying, binding, scanning, proofreading, etc.
2. Draft and edit correspondence, including drafting acknowledgement letters, personal correspondence, memos, reports, and presentations, and transcribe meeting notes.
3. Reconciles, processes, reviews, maintains, and submits as required the following: Invoices, Check Requests, Purchase Orders, Contracts, and Expense Reports.
4. Assists with the reconciliation of monthly bank and credit card statements; research, identify, and resolve discrepancies.
5. Coordinate with the Director of Operations to always ensure coverage of phones and front desk during business hours. Perform receptionist duties, including greeting guests and answering phones in a polite and professional manner, promptly answering inquiries or direct callers/guests to staff qualified to provide answers when needed.
6. Work with the Receptionist to coordinate meetings in Fresno BHC's conference rooms, including scheduling, setting up conference calls, arranging tables and chairs, ordering, and receiving catering deliveries, and cleaning up after events.
7. Arrange complex and detailed travel plans, itineraries, and agendas; compiling documents for travel-related meetings; communicating all relevant details to participants.

8. Maintain internal directories and mailing lists for vendors and service providers. Correspond with service providers for maintenance orders and repairs.
9. Maintain physical inventory of office furniture and equipment. Track and manage equipment check out. Ensure operation of equipment by completing preventive maintenance requirements; calling for repairs; evaluating new equipment and techniques.
10. Order office supplies.
11. Monitor printer meter readings monthly to ensure accuracy of billing.
12. Maintain and update newspaper, journal, magazine, and software subscriptions.
13. Assist with orientation process for new employees.
14. Balance conflicting priorities in order to manage workflow, ensure the completion of essential tasks, and meet critical deadlines.
15. Research, prioritize, and follow up on incoming issues and concerns, including those of a sensitive or confidential nature, determine appropriate course of action, referral, or response.
16. Assume lead responsibility for organizing and maintaining operation related files and databases.
17. Maintain an organized system of tracking, monitoring, and prioritizing tasks.
18. Take on assigned tasks and/or special projects to support the overall work and mission of Fresno BHC.
19. Travel as needed.
20. Other duties as assigned.

REQUIREMENTS

The Administrative Assistant must possess a functional knowledge of business operations and procedures and be creative, flexible, demonstrate foresight and mature judgement in anticipating and solving problems and be able to deal with a variety of situations. They must be a master multi-tasker with excellent communication skills and an upbeat attitude. The Administrative Assistant must be professional, polite, and attentive while also being accurate. Advanced computer skills including the use of word processing, spreadsheet, e-mail, and accounting/finance programs desirable.

Must possess a high school diploma or GED equivalent and at least 2 years of progressive experience performing administrative and/or clerical functions, preferably in a non-profit organization.

Must possess a valid California Driver's License and verifiable automobile insurance and have the use of a reasonably reliable automobile for use on the job, ability to pass background checks including LiveScan fingerprinting and must be able to occasionally lift up to 40 pounds.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

1. Deep interest in and commitment to the vision, mission, and work of Fresno BHC.
2. Demonstrated proactive approaches to problem-solving with strong decision-making capability.
3. Excellent organization and attention to detail; ability to prepare timely, proper, clear, and concise comprehensive reports, summaries, abstracts, correspondence, and other documentation.
4. Ability to understand and carry out oral and written instructions.
5. Able to quickly learn and adapt to new software and processes.
6. Can add, subtract, multiply, and divide whole numbers, and perform simple calculations involving decimals and simple fractions.
7. Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment; works effectively without constant and direct supervision or guidance.
8. Demonstrated ability to develop and maintain effective working relationships with people from diverse backgrounds and communities; ability to work independently and as a member of a team.
9. Strong listening, interpersonal, networking, and customer service skills; ability to communicate effectively, clearly, and concisely.
10. Familiarity with general office practices, procedures, and terminology.
11. Fast, proficient, and accurate typist.
12. Working knowledge of accounting software, such as QuickBooks, and Microsoft Office 365 Suite.
13. Familiarity with and ability to operate modern office equipment including computer hardware, software, copy machines, scanners, multi-line phone systems, internet, and web-based applications.
14. Display a high degree of initiative, emotional maturity, integrity, loyalty, accountability, and good judgment; excellence in professionalism with the ability to maintain strict confidentiality.
15. Strong organizational skills that reflect flexibility and ability to perform and prioritize multiple tasks

seamlessly with excellent attention to detail.

16. Forward looking thinker, who actively seeks opportunities and proposes solutions, able to quickly adapt to various situations and new technology and easily acquire new technical skills.
17. Ability to speak, read, and write a second language is highly preferred, but not required.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to use hands and fingers. The employee frequently is required to stand, walk, sit, reach with hands and arms, kneel, talk, and hear. The employee must occasionally lift and/or move items weighing up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The position typically works indoors in an air-conditioned office, with a mixture of natural, incandescent, and florescent light. Typical noise levels are muted by acoustic ceilings, carpets, and sound-deadening wall panels. Sometimes, the position is called upon to work outside of the office at a public meeting or event. Some of these occur indoors, while others occur outside with exposure to weather and temperature extremes and moderate noise levels. This position requires travel and the ability to interact with others in both small and large group settings. At times, this position may include periods of extended physical activity, such as walking/standing and/or moving and setting up equipment. The employee is frequently required to meet multiple demands from several people.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and requirements, which may change from time to time based on business needs. When appropriate, reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of the job, so long as those accommodations do not create an undue hardship for the organization. However, regular attendance and promptness are considered part of each employee's essential job functions.