

JOB DESCRIPTION



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

We are an equal opportunity employer and do not discriminate based on race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, or veteran status. We are committed to building an inclusive workplace. We encourage applications from all qualified candidates. Reasonable accommodation may be provided upon request. All applicants tentatively selected will be required to pass a background screening and may be required to submit to pre-employment drug testing, as permitted by federal, state, and local laws and regulations.

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 impact the health and well-being of individuals and the community as a whole. Fresno BHC works to continually engage community members across the Central Valley around issues related to education, health, land-use, youth leadership, civic engagement, and community development.

Representing more than 97,000 Fresno County residents, Fresno BHC is building a movement to change policies and systems 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 the input of operational transactions into administrative, financial, and other systems; maintain records; perform 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, 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 Invoices, Check Requests, Purchase Orders, Contracts, and Expense Reports as required.
4. Assists with reconciling monthly bank and credit card statements; researches, identifies, and resolves discrepancies.
5. Coordinate with the Director of Operations to ensure phone and front desk coverage during business hours. Perform receptionist duties, including greeting guests and answering phones politely and professionally. Promptly answer 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, receiving catering deliveries, and cleaning up after events.
7. Arrange complex and detailed travel plans, itineraries, and agendas; compile documents for travel-related meetings; and communicate 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 a physical inventory of office furniture and equipment. Track and manage equipment check-out. Ensure equipment operation by completing preventive maintenance requirements, calling for repairs, and evaluating new equipment and techniques.
10. Order office supplies.
11. Monitor printer meter readings monthly to ensure billing accuracy.
12. Maintain and update newspaper, journal, magazine, and software subscriptions.
13. Assist with the orientation process for new employees.
14. Balance conflicting priorities 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, and determine the 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 functional knowledge of business operations and procedures, be creative and flexible, demonstrate foresight and mature judgement in anticipating and solving problems, and be able to deal with various situations. They must be a master multitasker with excellent communication skills and an upbeat attitude. The Administrative Assistant must be professional, polite, attentive, and accurate. Advanced computer skills are desirable, including word processing, spreadsheet, e-mail, and accounting/finance programs.

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 lift up to 40 pounds occasionally.

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 team member.
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, the Internet, and web-based applications.
14. Display a high degree of initiative, emotional maturity, integrity, loyalty, accountability, and sound judgment; excellence in professionalism with the ability to maintain strict confidentiality.

15. Strong organizational skills that reflect flexibility and the ability to seamlessly perform and prioritize multiple tasks with excellent attention to detail.
16. Forward-looking thinker who actively seeks opportunities and proposes solutions, can 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 must frequently 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 the ability to adjust focus.

WORK ENVIRONMENT

The position typically works indoors in an air-conditioned office, with natural, incandescent, and fluorescent light. Acoustic ceilings, carpets, and sound-deadening wall panels mute typical noise levels. Sometimes, the position is called upon to work outside the office at a public meeting or event. Some occur indoors, while others occur outside with exposure to weather, temperature extremes, and moderate noise levels. This position requires travel and the ability to interact with others in both small and large group settings. This position may sometimes include 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 describe the general nature and level of work the person assigned to this job performs. 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 job functions, so long as those accommodations do not create an undue hardship for the organization. However, regular attendance and promptness are part of each employee's essential job functions.