



## Position Details

**Job Title:** Academy Administrative Assistant

**Reports to:** Director of the Academy

**Status:** Full time, Non-exempt

**Pay Rate:** \$15.00

### **Job Description:**

The Academy Administrative Assistant is responsible for the bulk of the administrative duties necessary for the Academy daily functioning.

### **Who you are:**

- Someone who recognizes the value of other people regardless of their choices.
- A loving, non-judgmental attitude towards the people that we serve.
- A good example of who Christ is and willing to share how He has worked, and is working, in your life.
- Dependable and trustworthy with sensitive and personal information.
- Uses good judgement in situations and can determine what is just and equitable in difficult situations.
- Treats the people we serve with respect, kindness and without partiality.
- Generous in heart, patient, and humble.
- Someone with a good work ethic and who brings excellence to everything you do.
- Flexible and able to adjust to changes.
- A good team player.

### **What you'll do (just the basics):**

- Run reports and numbers
- Provide Acceptance letters and Progress Reports for court for Disciples
- Adding and removing Disciples from digital folders
- Switches over all quarters and enrolls Disciples into classes on SPERO
- Enter all outside appointments in SPERO
- Lead Celebrate Recovery Groups and teach classes
- Have a counseling case load (eventually)

### **Bonus Points:**

- Able to have fun and love what you do
- Love to eat to celebrate birthdays, hard work and accomplishments
- Rejoice in the celebration of transformed lives, restored families, and new futures!!!

**Requirements:**

A mature walk with Jesus Christ and able to articulate Biblical beliefs and their application within the context of the Fresno Mission. All employees of Fresno Mission are an integral part of the outreach ministry of a non-denominational, evangelical ministry sharing the Gospel of Jesus Christ through transformational programs that provide food, shelter, clothing, education, job training and renewal of families to the poor and addicted. All employees are Christian missionaries and are required from time to time to participate in chapel services, outreach ministries, Bible studies and prayer times. Due to the nature of these types of ministries, it is an absolute necessity that each employee possesses and maintain a Christian testimony of their faith and experience in Jesus. Must agree with the Statement of Faith of the Fresno Mission.

**Application Process:**

Individuals interested in being considered for this position should email the following documents:

1. Letter of interest which includes a narrative detailing how you believe you qualify for this position.
2. An updated resume.
3. The names, email addresses, and phone number of three references.

**Please email all documents to [HR@fresnomission.org](mailto:HR@fresnomission.org)**

No phone calls.