

Job Title: Program Support

Reports to: Rescue the Children - Director

Status: Full Time, Non-exempt

Pay Rate: \$15.00-\$16.00, based on qualifications

Job Description:

The Program Support position is the operational hub of our program. It entails a little bit of everything from clerical work to moving furniture, and everything in between. The position requires someone is extremely organized, who can multi-task amid interruptions, who has tremendous flexibility to support a busy team, who can set excellent boundaries, and who can be emotionally supportive to women and children recovering from trauma.

Who you are:

- Someone who recognizes the value of other people regardless of their choices.
- Attentive with a listening ear and desire to give respect and time to our clients and guests.
- A good example of who Christ is and willing to share how He saved you from yourself.
- Dependable, timely, and trustworthy with sensitive and personal information.
- Fair in situations and able to determine what is just and equitable in difficult situations.
- Gentle in character and able to be calm and tender when others are challenging.
- Generous in heart, patient, and humble.
- Extremely organized (you probably love office supplies, labelers, and color coding)
- Someone who brings excellence to everything you do.
- Able to work in a fast-paced and constantly changing environment.

What you'll do (just the basics):

- Customer service at the reception desk to greet guests, answer phones, basic accounting, conduct safety searches (including administering breathalyzer tests), and conduct phone interviews for potential new participants.
- Order supplies and keep the office and campus stocked with program needs.
- Data Entry to maintain and organize participant records, room assignments, schedules, vendor contacts, and reference materials.
- Distribute materials and work assignments to participants and support volunteer teachers
- Provide encouragement and emotional support throughout the day to women and children who have experienced trauma.
- Assist with room inventory, furniture arrangements,
- Provide administrative support to the Program Director
- Perform other duties as assigned

Bonus Points:

- You have the flexibility to adapt to changes and take on new responsibilities as the organization grows.
- Your auto-response is “let me help you with that” instead of “that’s not my job”.
- You consider potlucks a perk of the job.
- Puedes hablar, leer y escribir en español.
- You’re excited to work in a fun fast-paced atmosphere where everyone takes the mission seriously, but no one takes themselves too seriously.

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 be in agreement 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

No phone calls.