



Position Details

Job Title: Executive Assistant

Reports to: Executive Team

Status: Part-Time or Full-Time (depending on circumstances), Non-Exempt

Pay Rate: \$23.00

Job Description:

This position performs vital support to the executive innerworkings of one of the largest non-profits in the Central Valley; The Fresno Mission and its five interrelated organizations. Supporting the Executive Team (The Chiefs), this position will ensure all four leaders will have what they need to accomplish their daily schedules and workload. This critical role will involve scheduling, coordinating and communicating with staff and board members, and general office assistance to the executive team.

Who you are:

- Someone who brings excellence to everything you do.
- Detailed-oriented. You know the difference between small issues that matter and large issues that don't.
- Able to handle sensitive information with integrity.
- Someone who doesn't mind working inside because you know that what you do is helping the people outside.
- Someone who works independently, gets the job done, and strives to do more for the team.
- Out of 300,000 digital files, you can find the one we need. Yes, that one!

What you'll do:

- Schedule and maintain calendars for four Executive Team Members.
- Answer phone calls, screen meetings, and be the gatekeeper of the team's calendars.
- Organize and file reports, documents, and data for presentation to various people, departments, and donors.
- Demonstrate leadership to maintain credibility, trust, and support with the Executive Team.
- Help with prioritizing meetings, communications, and development of goals.
- Perform other duties as assigned.

Bonus Points:

- You identify with the phrase, "I'm Donna," from the TV Show, *Suits*.
- You have the flexibility to adapt to change and do things differently today than yesterday.
- Radar is your favorite character from M*A*S*H.

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. 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. Show us who you are!
3. The names, email addresses, and phone number of three references.

Please email all documents to HR@fresnomission.org.

No phone calls.