



JOB ANNOUNCEMENT & DESCRIPTION

Position:	Administrative Specialist (Project Specialist)
Reports To:	Project Director
Classification:	Non-Exempt, Full Time
Salary:	\$36,120
Deadline to Apply:	Open Until Filled

Position Summary:

Under the general direction of the Project Director, this intermediate level position is primarily responsible for support of special projects as a result of a grant from First 5 California to improving the learning and care programs for children from birth to five years old. In addition, this role aids in agency's administrative needs including basic data entry, clerical support, and other logistics, as directed, to ensure the efficiency and effectiveness of general agency operations and processes.

Duties & Responsibilities:

- Develop, update and compose correspondence, reports, memoranda, and forms as requested.
- Maintain contracts and related circumstances for record keeping.
- Assist with data entry and maintenance of contract management software (*Persimmony*).
- Receive and verify invoices and requisitions for goods, services and contracts.
- Ensure all transactions comply with all agency policies and procedures.
- Maintain accurate files and documentation.
- Provide support in maintaining and reconciling the general ledger for the special funds as requested.
- Coordinate staff's travel quotations, arrangements and reimbursements.
- Aid in quarterly/biannual reporting preparations and assembly.
- Maintain internal policies and procedures for purchase requests, procurement, travel booking, etc.
- Document internal and external meeting notes/minutes including monthly meetings and other convenings as needed.
- Schedule and coordinate internal and external meetings as appropriate.
- Remain abreast of information related to special projects.
- Assist and anticipate support to all staff as needed.
- Assist as needed in the management of the agency's office.
- Maintain and enhance internal procedures and processes for office protocol and record keeping.
- Aid in financial software data entry, assisting with accounts receivable and payable.
- Participate in First 5 Fresno County convenings.
- Additional duties as assigned by leadership.

Qualifications

Education/Experience

- Bachelor's degree in Business Administration, or related field required
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point) and Adobe Acrobat

Skills/Experience

- Minimum two years' experience in office management, administrative support or related field
- Good interpersonal communication skills; ability to work effectively in a team environment
- Outstanding written English skills with capacity to write in an accurate, brief, clear manner
- Exhibit initiative, sound judgment, work well under pressure

- Polished organizational skills, multi-tasker with great attention to detail
- Self-motivated and ability to work independently with minimal supervision
- Strong problem-solving and analytical skills; ability to adapt to new conditions and deadlines

License Requirements

- Possession and maintenance of valid California Driver's License and satisfactory driving record.
- Adequate car insurance coverage.

Physical Requirements

While performing these job duties, the employee is regularly required to stand, walk, sit; use hands for clerical duties and keyboarding. The employee is occasionally required to reach with hands and arms; stoop and kneel. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job includes close vision, distance vision, peripheral vision, depth perception and ability to adjust focus, and visual acuity sufficient to read a computer screen and paper documents. Acute hearing is necessary for telephone and in-person communication with callers and assisting staff, customers, and vendors.

Working Conditions

This position typically functions indoors in an office environment with light to moderate noise associated with business office equipment. Some travel may be required.

How to Apply

Submit a cover letter detailing your experience and skills that make you an ideal candidate along with your resume. Please also include a list of three professional references who can attest to your pertinent knowledge, skills and experience for this position. Submission can be sent via email to Karina Perez at kperez@first5fresno.org or delivered in person during normal business hours. Position will remain open until filled.

Office address: 24054 Tulare Street, Suite 200, Fresno, CA 93721.