



15279 Alton Parkway, Suite 300
Irvine, CA 92618
freewheelchairmission.org

Job Title: Administrative Assistant
Location: Free Wheelchair Mission, Irvine CA

Reports To: Director of Programs
Status: Part Time Non-Exempt

Free Wheelchair Mission (FWM) is a humanitarian, faith-based, non-profit organization based in Irvine, California, USA. Our mission is to provide the transforming gift of mobility to people with a disability living in developing nations as motivated by Jesus Christ.

Job Summary:

This is a part time non-exempt position for a highly organized, detail oriented professional with outstanding interpersonal skills and a strong sense of initiative. The Administrative Assistant will be responsible for meeting the administrative needs of the Programs Director.

Responsibilities:

- Manage Program Director's calendar. Includes: Scheduling, organizing activities such as meetings and travel.
- Assist Director of Programs in management of emails, notes, meeting minutes, letters, phone calls, internal communication and prepare monthly expense sheets.
- Assist with the management of grant time lines.
- Assist with stateside warehouse and inventory of wheelchairs and warehouse supplies.
- Update and Maintain department policies & procedures
- Provide administrative support with departmental project management through Programs' Smartsheet account.
- Perform other administrative duties as assigned in support of daily job duties by direct supervisor.
- Occasional evenings and weekends required.
- Share the message of Free Wheelchair Mission and our vision.

Minimum Experience and Required Skills:

- Minimum 1 year of experience in a comparable role as an Administrative Assistant.
- Must be a proactive individual with a commitment to accuracy and attention to detail
- Outstanding verbal, written and email communication skills
- Intermediate computer skills in Microsoft Word, Outlook and Excel are strongly preferred; experience with Smart Sheet, MS ACCESS and Sales Force database a plus
- Must be able to work as part of a team
- 2 Years of College

Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 50 pounds.

Compensation:

Salary dependent upon qualifications and experience.

How to Apply: Please send cover letter and resume addressing your experience in regard to the responsibilities and qualifications listed above to jobs@freewheelchairmission.org with **Administrative Assistant** in the subject line.

No phone calls please.

Free Wheelchair Mission is an EQUAL OPPORTUNITY EMPLOYER. This position is employed "at will" by Free Wheelchair Mission.