



15279 Alton Parkway, Suite 300  
Irvine, CA 92618

FreeWheelchairMission.org

**Job Title:** Executive Assistant  
**Location:** Free Wheelchair Mission, Irvine CA

**Reports To:** Director of Operations  
**Status:** In-office, Full-time, Exempt (no remote option)

*Free Wheelchair Mission is a humanitarian, faith-based, non-profit organization based in Irvine, California, USA. Our mission is to “Transform lives through the gift of mobility to people with disabilities living in developing nations as motivated by Jesus Christ.”*

*There are an estimated 75 million people around the world today in need of a wheelchair. We are focused and committed to being a leading provider of mobility in developing countries, but beyond placing a recipient in a wheelchair, we are bringing transformation that opens doors to education, employment opportunities, and community that these individuals only dreamed of before receiving the gift of mobility.*

*Free Wheelchair Mission is seeking an Executive Assistant who not only meets the requirements of the job but has an interest in being part of an organization that is making a significant difference in the lives of individuals in need throughout the world.*

#### **Job Summary:**

The Executive Assistant will provide operational and administrative support for Free Wheelchair Mission staff, supporters, and Board of Directors. They will use discretion and exercise complete confidentiality, judgement and tact in daily work. They will be responsible for various operational functions in which they must represent Free Wheelchair Mission through interactions with guests, supporters and stakeholders.

#### **Responsibilities:**

- Provide administrative support for Board of Directors’ and affiliated councils/committees, including scheduling, agendas, meeting prep documents and minutes and maintaining records (governance documents, rosters, meeting notes, calendars, correspondence).
- Provide administrative support to Founder and CEO, including: email and written correspondence, phone calls, scheduling, travel coordination and logistics, data entry, task management meeting support (internal and external).
- Communicate with staff and key stakeholders to gather and convey information on behalf of Founder and CEO.
- Serve as key contact for Free Wheelchair Mission, manage reception duties, with primary responsibility for answering phones, welcoming visitors and monitoring general info emails. Prioritize inquiries and requests and troubleshoot conflicts, escalating as needed.
- At the direction of the Director of Operations, oversee the management of FWM office space – including overseeing vendors and general maintenance, implementing systems, maintaining order and efficiency, elevating professionalism, organizing, purchasing.
- Oversee and manage staff resources including inventory of all office and kitchen supplies, standard marketing collateral, shared staff calendars, company car reservations, and other projects as needed.
- Handle and prepare donations received via mail, phone, and in person for proper processing. Process and fulfill product orders received via eCommerce website.
- Occasional evenings and weekends required.
- Share the message of Free Wheelchair Mission and our vision.

### **Minimum Experience and Required Skills:**

- Minimum of 3 years relevant work experience reporting to senior level management.
- Ability to uphold a strict level of discretion, confidentiality, and professionalism.
- Strong interpersonal and customer service skills, including email, telephone, and written communication; ability to interact diplomatically with diverse groups of donors, stakeholders and staff.
- Professional with strong work ethic; team player and collaborator.
- Experience in managing and coordinating small and large group logistics is ideal (planning and overseeing meeting arrangements including catering, space and facility needs, technology needs, etc.)
- Ability to manage multiple tasks simultaneously, problem solve, and work as part of a team.
- Creative, thorough, detail oriented, with excellent organizational and administrative skills; able to plan ahead and manage multiple tasks with confidence and good follow-through; problem solving skills.
- Self-disciplined, well organized, strives for excellence, fosters a positive attitude toward change, personable, gracious in manner.
- Proficient computer skills in Microsoft Word, Outlook, PowerPoint and Excel. Proficient in using computer software, and knowledge of donor base management, (Salesforce) a plus.
- Bachelor's degree required.

### **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.

All Free Wheelchair Mission employees who will engage in international travel are required to have an up-to-date, complete COVID-19 vaccination based on CDC and medical guidelines.

### **Compensation:**

Depending upon qualifications and experience, \$70,000-\$80,000 annually.

### **How to Apply:**

Please send a cover letter and resume addressing your experience in regard to the responsibilities and qualifications listed above to [jobs@freewheelchairmission.org](mailto:jobs@freewheelchairmission.org) with **Executive 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.