



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

Job Title: Programs Administrative Assistant

Reports To: Associate Director of Programs,
Medical

Location: Free Wheelchair Mission, Irvine CA

Status: Full-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.

There are an estimated 80 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 a Programs Administrative 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:

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

Responsibilities:

- Manage the Programs Director's calendar and task list (ex: schedule meetings, organize task list, research and organize travel plans, complete cost comparisons).
- Assist the Programs Team in the management of email, mailings, letters, phone calls, internal communications, meeting minutes, meeting or event preparation, expense documentation, and monthly expense sheets.
- Maintain programs records and files, including continuous maintenance of information in databases.
- Liaise with Manufacturing, Marketing, Development, and Leadership teams to support the programs team with cross-departmental communication and file management.
- Assist with the management of grant and marketing asset timelines.
- Assist with stateside programs inventory and warehouse supplies.
- Assist with developing and implementing a system to update, maintain, and track department policies & procedures within an online platform.
- Provide administrative support such as data entry, working on and learning different project management or data storage platforms such as Smartsheet, SurveyMonkey and Salesforce.
- Perform other administrative duties and tasks as assigned 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.
- Proactive individual with ability to plan ahead and manage multiple tasks with confidence and good follow through.
- Excellent organizational skills with a commitment to accuracy and attention to detail.

- Outstanding verbal, written, and email communication skills.
- Excellent computer skills with proficiency in Microsoft Word, Outlook and Excel strongly preferred; experience with Smartsheet, and Salesforce database preferred.
- Ability to achieve Salesforce Super User status within a year. (customer database management software)
- Ability to learn and utilize project and task management systems to proficiency within a year.
- Minimum 2 years of college preferred.
- Strong interpersonal skills with ability to work well within a team.
- Have and maintain an active driver's license preferred.
- Applicants must be currently authorized to work in the United States. No sponsorship is available for this position.

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 **25** pounds.

All Free Wheelchair Mission employees who will engage in international travel may be required to have an up-to-date, complete COVID-19 vaccination if mandated by the country, the distribution partner, manufacturing sites to be visited or the CDC.

Compensation:

Depending upon qualifications and experience, \$42,000-\$52,000 annual salary(\$20.19 to \$25.00 per hour).

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 **Programs 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.