



JOB OPPORTUNITY

Fresno American Indian Health Project seeks a qualified, committed, and experienced person for the following position:

ADMINISTRATIVE ASSISTANT

Department: Administration
Reports to: Executive Administrator
Supervises: No
Travel Required: No
Starting Salary: \$20.00 - \$25.00
Type: Full-time, non-exempt

Position Summary:

The Administrative Assistant at Fresno American Indian Health Project plays a critical role in supporting the operations of the department and the broader organization. This position is responsible for managing a wide range of administrative tasks, from coordinating meetings and preparing reports to maintaining office systems and handling sensitive information with discretion. Additionally, the Administrative Assistant provides crucial support to the Front Desk and Office Assistant, ensuring smooth day-to-day operations and excellent customer service. The ideal candidate will demonstrate strong organizational skills, the ability to prioritize multiple projects, and a proactive approach to problem-solving. This role also requires exceptional communication skills, both written and verbal, and the ability to provide high-quality customer service. By anticipating the needs of the team and ensuring seamless operations, the Administrative Assistant contributes to the success and efficiency of FAIHP.

MINIMUM REQUIREMENTS

EDUCATION:

- Required High School Diploma or GED.
- Completion of an Administrative Assistant program or an Associate's Degree in Administration preferred, or *equivalent* relevant work experience.

EXPERIENCE:

- Minimum of 3 years of prior experience in a clerical or administrative support role, preferably in a professional office environment.
- Proven experience in managing office tasks such as filing, generating reports, and maintaining records.
- Proficiency in drafting, editing, and distributing internal communications, including newsletters, memos, and announcements.
- Experience with project support including research, data analysis, and project coordination.
- Experience in providing exceptional customer service, including screening phone calls, greeting clients, and assisting visitors.
- Previous experience handling sensitive information with confidentiality and discretion.
- Experience with office technology and equipment, including computers, copy machines, and phone systems.
- Ability to manage multiple tasks simultaneously and prioritize effectively in a fast-paced work environment.
- Experience using digital communication tools such as Zoom, Microsoft Office, and Google Suites for virtual meetings and collaboration.
- Experience supporting HR functions such as onboarding and new hire packet creation is a plus

LICENSE/CERTIFICATIONS:

- Required active CA driver's license
- Completion of an Administrative Assistant preferred

SKILLS:

- Awareness and sensitivity in working with diverse populations, respecting cultural differences and

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promoting inclusivity.

- Experience and understanding of using standard office equipment (e.g., copier, scanner, fax, etc.)
- Demonstrates a commitment to providing excellent service to both internal and external clients.
- Expertise in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other office software.
- Ability to analyze information, identify issues, and propose effective solutions
- Ability to prioritize tasks effectively and manage multiple projects simultaneously to meet deadlines.
- Proficiency with digital communication tools (e.g., Zoom, Microsoft Teams, Slack) for coordinating and facilitating virtual meetings.
- Flexibility in adjusting to new tasks, priorities, and challenges in a fast-paced work environment.
- Extensive knowledge of grammar, vocabulary, and punctuation to communicate effectively both verbally and in writing.
- Ability to handle sensitive information with discretion and maintain confidentiality.
- Experience in managing projects with other departments from initiation to completion.
- A self-starter who is able to work independently and as a team member; who consistently demonstrates professionalism, courtesy, efficiency, excellent internal and external customer service, high ethical standards, and behavior that contributes to harmonious relationships.
- Strong written and verbal communication skills.
- Problem-solving skills and resourceful thinking.
- Strong empathy and interpersonal skills.
- Detail-oriented and excellent organizational skills.
- Patience and knowledge to work and support a culturally diverse staff, interns, and volunteers at various understanding levels.

A clear background check, drug screen, COVID-19 vaccinations, and negative TB screen are necessary for employment.

FAIHP offers a robust benefits package that includes:

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| ● Health Insurance | ● Life Insurance | ● Sick |
| ● Dental Insurance | ● 403(b) retirement | ● 16 paid holidays |
| ● Vision | ● Vacation | per year |

Submit your Resume to jobs@faihp.org or complete a FAIHP Employment Application by visiting our website at www.faihp.org

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