



JOB OPPORTUNITY

Fresno American Indian Health Project seeks a qualified, committed, and experience program director for the following position:

ADMINISTRATIVE ASSISTANT II

Department: Administration
Reports to: Executive Administrator
Supervises: No
Travel Required: As needed
Starting Salary: \$21.00 - \$27.00
Type: Full-time, non-exempt

The **Administrative Assistant II** at Fresno American Indian Health Project is a senior-level position providing strategic administrative support to the Executive Administrator and multiple departments. This critical role ensures the smooth and efficient operation of the organization by managing complex tasks, coordinating cross-departmental initiatives, and anticipating leadership needs. A central aspect of this role is the handling of sensitive and highly confidential information, requiring a high level of discretion, integrity, and professionalism at all times. The position demands a proactive approach, exceptional problem-solving skills, and the ability to navigate sensitive situations with care, all while supporting executive leadership and advancing organizational objectives. Additionally, the Administrative Assistant II must possess exceptional communication skills, both written and verbal, and demonstrate a commitment to providing high-quality customer service. By anticipating the needs of the team and ensuring seamless day-to-day operations, the Administrative Assistant contributes directly 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:

- Completion of an Administrative Assistant preferred

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:

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

EDUCATION:

Posting Date: 01/14/25

Closing Date- Open until filled



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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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