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**Job Title:** Executive Assistant to the President & CEO  
**Program/Dept.:** Administration  
**Classification:** Regular/ Full-time/ Exempt  
**Salary Range:** \$70,000.00 - \$80,000.00  
**Reports to:** President & CEO  
**Location:** 1725 N. Fine Ave. Fresno, CA 93727  
**Date:** July 18, 2024

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## 1. AGENCY

The Fresno Center (TFC) is a non-profit organization that was established in the past 30+ years, serving the community of Fresno County. TFC offers 20 different support services that include mental health, wellness, and healing, from immigration to education advocacy to clinical behavioral services to holistic wellness services. TFC is the one-stop shop that promotes cross-cultural understanding and cultural preservation. Eight of our 20+ programs focus on mental health services (Horticultural Therapeutic Community Centers Program, Living Well Center, Holistic Wellness Program, California Reducing Disparity Project, Central Valley Regional Center Latino and Southeast Asian Navigator Program, and Kaiser Community Benefits Program). Our motto is to “Inspire, Empower, and Cultivate”. Our commitment is to equip staff with the best training and practices to develop and maintain client loyalty and be the employer of choice in the Central Valley.

The Fresno Center’s Mission Statement: To assist individuals in becoming self-sufficient, self-fulfilled and productive members of the community while fostering cultural preservation and promoting cross cultural understanding.

The Fresno Center’s Vision: The Fresno Center will be a champion for positive change through empowerment, education, and collaboration.

## 2. POSITION SUMMARY

Under the direction of the President and CEO, the Executive Assistant is responsible for managing the schedules and communications of key company executives while providing high-level administrative support for company leaders. Their duties include prioritizing emails and phone calls, gathering documents to prepare for meetings, and coordinating travel arrangements.

## 3. JOB DUTIES & RESPONSIBILITIES

- 3.1. Provides high-level administrative support and assistance to the President and CEO Executive.
- 3.2. Provide additional support to the leadership team members, as directed, to ensure that company goals and objectives are accomplished and that operations run efficiently
- 3.3. Provide administrative and office support, such as typing, dictation, spreadsheet creation, faxing, and maintenance of filing system and contacts database
- 3.4. Plan and orchestrate work to ensure that the leadership team’s priorities are met, organizational goals are achieved, and best practices are upheld
- 3.5. Performs clerical and administrative tasks including drafting letters, memos, invoices, reports, and other documents.
- 3.6. Arranges travel and accommodation for Leadership team.
- 3.7. Manage scheduling, including agendas, mail, email, phone calls, client management, and other company logistics
- 3.8. Attends meetings on behalf of the President and CEO, taking notes and recording minute
- 3.9. Coordinate complex scheduling and calendar management, as well as content and flow of information.
- 3.10. Coordinate all Leadership Team meetings and retreats and assist with staff meetings and events as needed
- 3.11. Managing the President and CEO’s calendar, including making appointments and prioritizing the most sensitive matters
- 3.12. Manage Leadership team’s travel logistics and activities, including accommodations, transportation, and meals
- 3.13. Provides executive supports to team members as directed by President and CEO to accomplish
- 3.14. Receives incoming communication or memos on behalf of the President and CEO, reviews contents, determines importance, and summarizes and/ or distributes contents to appropriate staff.
- 3.15. Maintain professionalism and strict confidentiality with all materials
- 3.16. Performs additional duties as assigned by the President and CEO.
- 3.17. Performs other related duties as assigned.



**4. MINIMUM QUALIFICATIONS:**

- 5.1 Must have transportation and a valid California Driver's License
- 5.2 Clean DMV record and valid vehicle insurance
- 5.3 Must pass background check/Live Scan and Drug Test
- 5.4 Commitment to the mission and values of the agency
- 5.5 Committed to community building and development
- 5.6 Ability to function well in a high-paced and at times stressful environment
- 5.7 Ability to maintain discretion and confidentiality of information related to the company and its employees
- 5.8 Able to type minimum of 50 words per minute

**5. COMPETENCY:**

- 5.1. Excellent verbal and written communication skills
- 5.2. Excellent organizational skills and attention to detail
- 5.3. Extensive knowledge of office administration, clerical procedures, and recordkeeping systems.
- 5.4. Extremely proficient with Microsoft Office Suite or similar software with the ability to learn new or updated software
- 5.5. Strong time-management skills and an ability to organize and coordinate multiple concurrent projects
- 5.6. Proficiency with office productivity tools and an aptitude for learning new software and systems
- 5.7. Flexible team player, willing to adapt to changes and unafraid of challenges

**6. SUPERVISORY RESPONSIBILITIES:**

- 6.1. May recruit, interview, hire, and train junior administrative staff in the department.

**7. PERSONAL QUALITIES**

- 7.1. Accountable
- 7.2. Diligent and organized.
- 7.3. Ethical and loyal
- 7.4. Punctual
- 7.5. Flexible
- 7.6. Problem-solver
- 7.7. Creative
- 7.8. Honest

**8. WORK ENVIRONMENT:**

- 8.1. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- 8.2. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**9. TYPICAL WORKING CONDITIONS:**

- 9.1. The office setting is a normal environment.
- 9.2. Occasionally work during early morning, evening, or weekend.
- 9.3. May be subject to temperature variances in the office.
- 9.4. The noise level in the work environment is usually moderate but may become excessively loud with the increased patient flow during a busy day.

**10. TYPICAL PHYSICAL DEMANDS.**

- 10.1. Requires sitting, standing, or walking for up to eight hours a day.
- 10.2. Some bending, stretching, or reaching may be necessary.
- 10.3. Lifting to 40 pounds may be required on occasion.
- 10.4. Vision must be correctable to 20/20
- 10.5. Hearing must be in the normal range for telephone contact.

**11. POSITION TYPE AND EXPECTED HOURS OF WORK:**

- 11.1. Full-time, typical work hours are between 8:00 am to 5:00 pm, Monday to Friday
- 11.2. Evenings and weekends as needed.



**12. TRAVEL:**

- 12.1. Travel time is expected for the position. Travel time includes travel to meetings, off-site training, or between job sites, as needed, locally.
- 12.2. Individuals may also be expected to use their own vehicle to travel and with mileage reimbursement.
- 12.3. A company car may be used when transporting a client to and from his or her placement, or field activities.

**13. REQUIRED EDUCATION AND EXPERIENCE:**

- 13.1. Bachelor's degree in business administration or Master's degree in related field
- 13.2. Four or more years of experience in a c-level executive assistant position
- 13.3. Bilingual preferred
- 13.4. Event planning experience

**14. BENEFITS:**

- 14.1. Medical, vision, and dental coverage.
- 14.2. Life insurance coverage at annual salary.
- 14.3. Sick leave, per personnel policy.
- 14.4. 401k retirement plan, after completion of 90 days of employment; potential 3% match.
- 14.5. Vacation, per personnel policy
- 14.6. Holidays per personnel policy

**15. Affirmative action plan/Equal employment opportunity (AAP/EEO):**

It is the policy of The Fresno Center to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law. This policy relates to all phases of employment, including, but not limited to, recruiting, employment, placement, promotion, transfer, demotion, reduction of workforce and termination, rates of pay or other forms of compensation, selection for training, the use of all facilities, and participation in all company-sponsored employee activities. Provisions in applicable laws providing for bona fide occupational qualifications, business necessity or age limitations will be adhered to by the company where appropriate.

As part of the company's equal employment opportunity policy, The Fresno Center will also take affirmative action as called for by applicable laws and Executive Orders to ensure that minority group individuals, females, disabled veterans, recently separated veterans, other protected veterans, Armed Forces service medal veterans, and qualified disabled persons are introduced into our workforce and considered for promotional opportunities.