

JOB DESCRIPTION



Job Title: Project Assistant
Reports To: Project Manager
Status: Full-Time, Exempt
Salary: DOE + Benefits

Fresno Building Healthy Communities does not discriminate on the basis of race, color, religion, origin, gender, national origin, age, marital status, military service, disability or sexual orientation. Reasonable accommodations provided upon request. All applicants tentatively selected for this position will be required to pass a background screening and submit to any required tests to screen for drug and alcohol use prior to employment.

ORGANIZATION BACKGROUND

Fresno Building Healthy Communities (Fresno BHC) works with community leaders, non-profit and faith-based organizations, and policymakers to foster and encourage thriving communities where all children and families can live healthy, safe, and productive lives.

Fresno BHC's work is grounded in the underlying belief that social, environmental, political, and economic factors together have an impact on the health and wellbeing of individuals and community as a whole. Fresno BHC works to continually engage a diverse constituency across the Central Valley around issues related to education, health, land-use, youth leadership, civic engagement, and community development, with special focus on residents living in central, southeast, and southwest Fresno.

Representing more than 97,000 south Fresno residents, Fresno BHC is building a movement to change policies and systems in order to create *One Healthy Fresno* for everyone.

POSITION DESCRIPTION

Under the general supervision of the Project Manager, the Project Assistant is responsible for providing programmatic and administrative assistance to facilitate the efficient and effective operation of Fresno BHC projects and programs. The Project Assistant will work in a project-oriented fashion to alleviate workload, streamline processes, and help meet both long-term and short-term objectives. The Project Assistant is expected to provide administrative support by conducting research, data entry, assisting in the development of documents and presentations, and performing delegated tasks to ensure that projects move forward. The Project Assistant will work closely with the Project team and will support special event planning and implementation, as needed.

RESPONSIBILITIES

1. Work collaboratively with the project manager and team to maximize productivity.
2. Organize and monitor schedules and see that deadlines are met.
3. Provide administrative and project support including, but not limited to, drafting correspondence, research, data entry, assist with project materials inventory, prepare reports and presentations, schedule meetings, follow up on assigned tasks.
4. Assume lead responsibility for organizing and maintaining project files and databases in electronic and hard copy formats.
5. Ensure that all project partners receive and provide timely communications.
6. Maintain all mailing lists, databases and attendance records, mailing, email distribution and contact lists of all project funders, partners, stakeholders, vendors, etc.
7. Assume lead responsibility for keeping shared contact database information up-to-date and relevant.
8. Report updates verbally and in written form to management.
9. Coordinate logistics for meetings, events, conferences, workshops, trainings and special events by scheduling trainers/speakers, ordering food and refreshments, securing locations, childcare, and interpretation, collecting and compiling information, organizing agendas, sending out invitation letters, preparing badges and nameplates, organizing project dissemination material, taking registration, taking minutes, set up, assist with activities, and clean up.
10. Maintains an organized system of tracking, monitoring, and prioritizing tasks.

11. Assist with grant proposal submissions and required reports by collecting and compiling all necessary information.
12. Participate in assigned local, regional, and statewide activities.
13. Travel as needed.
14. Maintain flexible hours as some meetings and program activities may occur outside normal office hours, on weekends, and in various locations.
15. Other duties as assigned.

REQUIREMENTS

The Project Assistant must work well under pressure and gracefully handle stressful situations; will think critically/logically; have follow-through (must be able to follow up on, keep track of, and communicate status of multiple assignments); work independently once given directions; and manage time efficiently and adhere to deadlines.

Must possess a high school diploma/GED and have at least two years of relevant experience. Experience in a non-profit setting preferred.

Must possess a valid California Driver's License and verifiable automobile insurance and have the use of a reasonably reliable automobile for use on the job, ability to pass background checks including LiveScan fingerprinting and must be able to occasionally lift up to 40 pounds.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

1. Deep interest in and commitment to the vision, mission, and work of Fresno BHC.
2. Must be flexible and adaptable.
3. Collaborative working style and team-player attitude.
4. Keen attention to detail and an aptitude for problem-solving.
5. Positive and encouraging personality.
6. Able to work independently with little supervision.
7. Highly motivated with a strong work ethic.
8. Reliable, trustworthy, and committed to the team's success.
9. Outstanding organizational skills and ability to prioritize tasks.
10. Able to thrive in a high-volume, deadline-driven work environment.
11. Ability to understand and carry out oral and written instructions.
12. Knowledge of general office practices, procedures, and terminology.
13. Familiarity with and ability to operate modern office equipment including computer hardware, software, copy machines, scanners, multi-line phone systems, internet and web-based applications, proficiency in Microsoft Office Suite.
14. Ability to speak, read, and write a second language is highly preferred.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to use hands and fingers. The employee frequently is required to stand, walk, sit, reach with hands and arms, kneel, talk, and hear. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The position typically works indoors in an air-conditioned office, with a mixture of natural, incandescent, and florescent light. Typical noise levels are muted by acoustic ceilings, carpets, and sound-deadening wall panels. Frequently, the position is called upon to work outside of the office at a public meeting or event. Some of these occur indoors, while others occur outside with exposure to weather and temperature extremes and moderate noise levels. This position requires travel and the ability to interact with others in both small and large group settings. At times, this position may include periods of extended physical activity, such as walking/standing at community events and/or moving and setting up equipment. The employee is frequently required to meet multiple demands from several people.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and requirements, which may change from time to time based on business needs. When appropriate, reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of the job, so long as those accommodations do not create an undue hardship for the company. However, regular attendance and promptness are considered part of each employee's essential job functions.