



# Building Safer Communities!

**JOB TITLE: Office Assistant****LOCATION:** Fresno, California**CLASSIFICATION:** Part-time (20-25 hours/week)**SALARY:** \$18-20/hr**APPLICATION DEADLINE:** January 19, 2025 or until filled**STARTING DATE:** February 2, 2025**About Safe 2 School, Inc.:**

**Mission:** We recruit and train volunteer crossing guards, partner with local agencies, and provide safety-related learning opportunities to community members.

**Vision:** To provide quality training on safe pedestrian practices and community safety to our volunteers, so that children in Fresno Unified School District can travel to and from school safely. We empower, encourage, and equip multigenerational community members to be guardians of their neighborhoods and Build Safer Communities.

**Program Values:** At Safe 2 School, Inc., we are committed to being...

1. Community Development-minded
2. Life-long learners
3. Respectful of self and others
4. Supportive of the school staff
5. A model of positivity, care, and respect in our community

**JOB DESCRIPTION:****Position Overview:**

The **Office Assistant** provides administrative and operational support to ensure the smooth day-to-day functioning of Safe 2 School. This role **works closely with the Office Manager & Development Coordinator** to support office operations, volunteer documentation, data entry, and general program logistics. The Office Assistant helps maintain organized systems, supports timely



559-603-0011 English  
559-603-1326 Spanish



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communication, and assists with routine tasks so program and administrative staff can remain focused on mission-driven work.

This position is ideal for someone who is organized, dependable, detail-oriented, and comfortable supporting a growing nonprofit environment.

### **Key Responsibilities:**

#### **Office & Administrative Support**

- Answer phones and respond to general inquiries as directed
- Manage incoming and outgoing mail as directed
- Assist with filing, scanning, and organizing digital and physical records
- Help maintain office supplies, inventory, and general office organization
- Support calendar scheduling and meeting logistics as assigned
- Assist with preparing materials for meetings, trainings, and events

#### **Volunteer & Program Support**

- Assist with tracking and entering volunteer hours
- Support upkeep of the volunteer database (Volunteer Reporter or similar tools)
- Follow up with volunteers regarding missing or incomplete hours
- Assist with assembling volunteer packets, materials, and program supplies
- Support communication with volunteers as directed by the Office Manager
- Help prepare basic volunteer reports and summaries

#### **Data Entry & Documentation**

- Input and update school site, program, and volunteer data
- Assist with maintaining accurate records for compliance and reporting
- Support data cleanup, tracking, and simple spreadsheets
- Help prepare documentation needed for reports or grant support

#### **General Program & Event Support**

- Assist with logistics for community events and school-based programs
- Help prepare materials for safety fairs, trainings, and outreach events
- Provide on-site or behind-the-scenes support as assigned

### **Knowledge, Skills, Abilities, and Qualifications:**

- Strong organizational and multitasking abilities
- Ability to use Google Workspace and various online applications
- Excellent written and verbal communication skills
- Good phone etiquette and customer service skills

- Comfortable working in a small team environment where wearing multiple hats is the norm
- Strong organizational and time-management skills
- Comfortable with basic data entry
- Ability to follow systems, processes, and direction
- Dependable, detail-oriented, and proactive
- Prior administrative or nonprofit experience a plus (not required)

#### **Education, Experience, and Language Proficiency:**

- High School Diploma
- Data entry certification (preferred)
- Fluent in reading, writing, and speaking in English at a high level
- Bilingual (English/Spanish) (preferred)

#### **Work Environment & Requirements:**

- Part-time (possibly full-time in the future)
- Hybrid: between the Safe 2 School office (Fresno, CA, and remote work)

#### **Working Relationships:**

- Reports directly to the Office Manager and Development Coordinator

#### **COMPENSATION PACKAGE:**

##### **Benefits:**

- Retirement contributions through Betterment after 6 months (or current company)
- \$250 stipend available twice per year (or \$500 once per year) toward an accredited degree program

**TO APPLY, follow ALL of these steps:**

1. Scan the QR Code below and fill out the application form.
2. Email your updated resume to Maya Padilla, our Office Manager & Development Coordinator at [maya@safetoschoolinc.org](mailto:maya@safetoschoolinc.org)
3. Email 2 professional and 1 personal letters of reference, including:
  - a. Name
  - b. Contact information (phone number and email)
  - c. Description of relationship (e.g., former employer, teacher, etc.) to Maya Padilla, our Office Manager & Development Coordinator at [maya@safetoschoolinc.org](mailto:maya@safetoschoolinc.org)

*\*\* References may not include family members.*

