



Job Posting – Administrative Assistant

Without Permission is a non-profit, faith-based organization that works to end sex trafficking through Prevention, Justice and Restoration. With a national collaborative partnership network, local community involvement, church mobilization and distinctive training programs, our volunteers and staff are making a decided difference in the Central Valley.

Typical Duties and Responsibilities

We are looking for an Administrative Assistant to perform a wide range of general administrative and finance tasks to support the efficient functioning of our organization. Tasks include but are not limited to: calendaring logistics, receptionist duties, facility upkeep and cleanliness, resource room maintenance, bank deposits and mail processing, donor receipting and communication, event support, and other clerical duties as assigned. This position will report to the Executive Director and Finance Director.

Distinguishing Characteristics

Our ideal candidate is detail-oriented, places a high value on accuracy and thoroughness, and is able to maintain confidentiality and security while working with sensitive information. This person should be an excellent oral and written communicator, highly organized and have excellent time management skills. Possesses basic proficiency Microsoft Office. Operating from a heart of servant leadership, relationship building, teamwork, and interpersonal skills are evident strengths.

Spiritual Responsibilities

The ideal candidate has a personal faith in Jesus Christ, with a servant's heart, who is active in a believing community. They shall commit to operating under the 5 core values of Without Permission: serving, community, family, faith and excellence. They shall be active in prayer for the ministry; motivating others in Without Permission to follow their lead. They shall be free from any addictions that would hinder their example to other staff or volunteers.

Preferred Education and Experience

- An Associate's degree from an accredited college or university; or two years of work experience in an administrative role.
- Demonstrated ability to use/learn Microsoft Office
- Excellent verbal and written communication skills

Compensation & Benefits

- 24 hours/week; Monday-Thursday; 9am-3pm (with some flexibility)
- Pay rate: \$19.50/hour, plus \$130 monthly phone stipend

Requirements

- Reliable automobile and current auto insurance
- Pass an extensive background check
- Certified Navigator Training (*provided by WP*)

If you passionately support the vision and mission of Without Permission and possess personal qualities of integrity and credibility, please submit a cover letter, comprehensive resume, three professional references, and two personal/pastoral references for consideration to:

Tina Tazelaar, Operations Manager
careers@withoutpermission.org

This position is an at-will position; as such, either the successful candidate or employer may terminate the relationship at any time for any reason. Without Permission is an Equal Opportunity Employer and our employees are people with different strengths, experiences and backgrounds who share a passion for improving people's lives. We desire to build a workplace as diverse as the community we serve.