

Job Description and Announcement

Position:	Administrative Specialist
Classification:	Non-Exempt, Part Time (Between 20-25 hours per week)
Position Salary Range:	\$22.00 – \$26.00
Reports To:	Early Childhood Initiatives Director
Deadline to Apply:	October 29 2026 / Open Until Filled
Estimated Start Date:	December 2026

First 5 Fresno County (F5FC) is seeking to fill the part-time role of **Administrative Specialist** to support a variety of agency projects, ranging from **communications to administrative tasks**, that further our mission to partner with, advocate for, and invest in our community to create a seamless system of quality, accessible services that support the well-being of every child and family.

We're looking for a **thoughtful and enthusiastic candidate who is eager to learn, build relationships, and serve Fresno County, with experience organizing and implementing a range of clerical tasks**. Experience with **social media and/or website communications** is preferred.

The F5FC staff is a small team that works on impactful initiatives focused on the first 5 years of life. We are just as invested in our contracts and early childhood advocacy as we are in our people. We know our overall success is a combined effort, and we strive to provide opportunities for our employees to learn, grow, have balance, and enjoy work together. We value relationships amongst our teammates and all those we interact with because relationships matter. Our goal is to foster a diverse and inclusive team environment where people show up with their whole selves. Whatever your distinctive talent and skills are, you will enhance our team and our mission. No two career paths at F5FC are the same.

As the Administrative Specialist, we expect the need for **on-the-job learning**. If the title seems intriguing, here are examples of some of the things you'll be entrusted with:

- 1) Supporting F5FC staff with tasks related to:
 - a. **Communications and community relations** activities including, but not limited to, general email communications, website content, and social media publications.
 - b. **Creating and monitoring contract deliverables and budgets** between F5FC and community agencies (e.g. data entry, invoice processing).
 - c. **Community engagement activities** (e.g. preparing and hosting convenings with community organizations and/or focus groups with families of young children).
 - d. **Coordinating facility conference room rental requests and set-up**.
 - e. **Set-up and implementation of Commission/Board meetings**.
- 2) Developing/maintaining **collaborative relationships** with staff and partners.

- 3) Bringing forward **new ideas** and **opportunities** to further the vision of F5FC – while you will start with a set of tasks to manage, our goal is for you to also help us identify ways F5FC can partner alongside our community to make it easier to raise a family in Fresno County.

Just in case you are still wondering, this position is focused on administrative work with F5FC staff and community agencies and will not work directly with children and families.

Want to know more? Keep reading! Other general responsibilities of this position include:

- Working closely with the entire F5FC team to understand the network of partners and services supporting Fresno County families and the research and key issues connected to F5FC's strategic plan focus areas: Maternal, Child, and Family Health; Thriving Families and Early Learning.
- Participating in special projects as assigned, assuming responsibility for the end product.
- Attending Commission/Board and community meetings.
- Embracing being on a small, but mighty team and the need to step in as needed.

Some activities within the job description and benefits are subject to change based on the needs of agency work and priorities – all in the name of keeping it interesting.

Skills and Characteristics

We're looking for someone who...

- Approaches work and life with curiosity, cultural humility and finds joy in learning from and partnering with people with diverse life experiences and backgrounds different than their own.
- Is committed to investing in the lives of our community's most underserved children and families, including, but not limited to, addressing the systemic forces affecting our communities particularly around race and equity.
- Builds and thrives in positive relationships and collaborative spaces with colleagues and agency partners.
- Will reflect, learn, and grow as an individual and as part of a team.
- Has sound judgment and integrity.
- Takes ownership of their work and the agency's work.
- Is dependable and takes accountability for their actions.
- Is quick to take initiative, analyze situations and recommend solutions.
- Is well organized and can manage multiple, overlapping projects with unique tasks and timelines.
- Writes and communicates clearly with others.
- Learns quickly and thinks critically and creatively.
- Is ready and able to adapt to new conditions and changing assignments.
- Is self-motivated and able to work independently and with a team with minimal supervision.
- Has experience with the Microsoft Suite (Word, Excel, and PowerPoint), Adobe Acrobat, and computer usage.

Education/Experience

- Any combination of work experience, lived experience, education, and training that demonstrates the knowledge, skills and abilities listed previously.

Benefits

- Paid sick leave five days per year
- Paid Holidays (depending on schedule)

“A Day in the Life” of the Administrative Specialist:

The following are a few examples of what a “typical” day could include for this position:

1. You **check your email** and calendar to see what tasks and/or meetings you have scheduled (virtual or in-person) and if a partner or F5FC staff has any **pressing requests**. You make note of what’s priority and plan to circle back within 24 hours for non-urgent requests.
2. You see an **email with logistic questions** about an event F5FC is hosting on behalf of a group of early childhood focused organizations. You’re copied in the email, and walk across the hall to one of your F5FC colleagues who received the email and is leading the event to **offer your support on next steps**.
3. You then head back to your desk to **finish data entry**, entering the number of books distributed last month through F5FC’s partnership with Dolly Parton’s Imagination Library. You’re almost finished with this project, but catch two numbers that don’t match and **reach out to the F5FC project lead for clarification**.
4. You don’t have a **bi-monthly check-in meeting with your supervisor** until the afternoon, so you take time to **work on a draft social media post** related to an upcoming funding opportunity F5FC is releasing next week. Yesterday you met with the lead F5FC staff working on this project to gather background information and now need to **design and draft** a clear and concise message.
5. After a break walking around downtown Fresno, you head upstairs to **help a few colleagues arrange tables, chairs and set-up the technology** needed for this week’s Commission/Board meeting. This will be your first meeting sharing your screen so you spend time testing your laptop set-up.
6. Back at your desk, you notice an email that a colleague is looking for someone to take notes at an upcoming meeting they are facilitating and you reach out to see if the **“notetaker” role** has been filled. It hasn’t, and you volunteer!
7. You wrap up your day **noting tomorrow’s priorities**, and **re-checking your email** to make sure nothing urgent has popped up before you shut down.

...and the day rolls on. These are just some examples of what the role will be responsible for. For this role, each day may not look like the day prior, things move quickly and workload needs evolve.

More About First 5 Fresno County

At First 5 Fresno County we believe children thrive when their families thrive. We envision a future where young children and their families are healthy, loved, and nurtured. We pursue this vision by partnering with, advocating for and investing in our community to create a seamless system of quality, accessible services that support the well-being of every child and family. First 5 commissions were created across the state after the passage of Proposition 10 in 1998 which added a .50 cent tax to tobacco products sold to support the statewide early childhood system of care. We invest our allocation of Proposition 10 funds through grants/contracts with local non-profits and public organizations that serve young children and their families.

Physical Requirements

While the following are typical physical requirements of this position, reasonable accommodations for individuals with disabilities may be requested and will be evaluated.

While performing these job duties, the employee is regularly required to stand/sit, move about, and perform clerical duties and keyboarding. The employee is occasionally required to reach; stoop and kneel. The employee must regularly lift and/or move up to 10 pounds and may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus, and visual acuity sufficient to read a computer screen and paper documents. Acute hearing is necessary for telephone and in-person communication with callers and assisting staff, visitors, and vendors.

First 5's Organizational Accountabilities

We at First 5 Fresno County expect and strive to encourage and strengthen the following organizational accountabilities in all team members:

Reliability and Professionalism	Demonstrate consistent attendance, punctuality, and a professional demeanor.
Communication & Collaboration	Communicate effectively and work cooperatively across teams to support shared goals.
Initiative and Ownership	Take proactive steps to improve work processes and assume full responsibility for assigned projects.
Integrity and Trust	Uphold ethical standards and build trust through honesty and transparency.
Leadership and Teamwork	Lead by example, support team success, and foster a positive work environment.
Planning and Problem Solving	Manage time effectively, anticipate challenges, and develop practical solutions.
Mission Alignment and Accountability	Align actions with organizational mission and consistently meet performance expectations.

Other Requirements/Disclaimers

- Valid California Driver's License and auto liability insurance required.
- Ability to travel independently within Fresno County to attend meetings as needed (mileage reimbursed).
- Available to work before or after regular office hours (8 a.m. – 5 p.m.) on occasion, for meetings or to meet deadlines as needed.
- Must have the ability to work in a highly collaborative and diverse work environment.
- English proficiency is essential for the position. Other languages welcomed.

Working Conditions

This position typically functions indoors in an office environment with light to moderate noise associated with business office equipment and families visiting the Lighthouse for Children facility. Some travel may be required. We are a child-friendly workplace with our office located in downtown Fresno.

Note: Due to the requirements of this role, this position primarily works in-office.

How to Apply

First 5 Fresno County is committed to recruiting and retaining staff with talent, skills, education and lived experiences reflective of the diversity of the families we represent in Fresno County.

To apply, submit three things:

Along with your 1) **résumé**, 2) **submit a cover letter** detailing examples of why your experience, background and skills make you an ideal candidate and colleague for this role. Include 3) **a list of two professional references (with contact information)** who can attest to your pertinent knowledge, skills, and experience for this position. Submissions in response to this announcement must be sent via email to jobs@first5fresno.org or uploaded to our online submission portal (<https://first5fresno.org/about/#job-openings>) by the posted deadline.

We can't wait to meet you!

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