

Rape Counseling Services of Fresno
JOB ANNOUNCEMENT
Position Description: Advocacy Support Specialist
Position Status: Full-Time, Non-Exempt
Salary: \$1,800/month

Job Summary:

Full time administrative assistant position needed for busy downtown Fresno nonprofit providing crisis and advocacy services to survivors of sexual assault and gender violence.

Duties Include:

- Confidential file management and reception.
- Appointment and volunteer scheduling, errands, light janitorial and office tasks.
- Competitive applicants will be organized and detail-oriented, communicators with strong computer skills.
- Knowledge of billing procedures for mental health professionals.
- Experience working with sexual assault survivors.

Additional Requirements:

- Reliable transportation, valid California Drivers License and proof of insurance.
- Ability to lift supplies up to 10 lbs. to waist height.
- Fingerprint clearance required.
- Completion of state-certified, Sexual Assault Counselor Training (post hire requirement).

- Bilingual a plus.

Responsible to: Executive Director

Because Rape Counseling Services of Fresno (RCS Fresno) values diversity, we welcome and encourage applicants from diverse racial groups, including but not limited to African-American, Latina(o), American Indian, and Asian, and/or sexual orientations (e.g., lesbian, gay, bisexual, transgender), as well as people from different national origins, religions, ages, and disability status. It is the policy of RCS Fresno to provide equal opportunity for all employees and applicants for employment without regard to race, color, creed, religion, gender, sexual orientation, national origin, age, marital status, mental or physical disability, pregnancy, military or veteran status, or any other basis prohibited by state or federal law. RCS is an Equal Opportunity Employer.

To apply: Email a cover letter describing relevant qualifications and experiences; resume; and three references to:

Monte Jewell, Executive Director
259 N. Blackstone Avenue
Fresno, CA 93701
mjewell@rcsfresno.org

Deadline for Submission: Open Until Filled