



Fresno Area Community Enterprises, Inc.
5724 N. Fresno St.
Fresno, CA, 93710
(559) 431-3223 · office@facefresno.org

BUSINESS ADMINISTRATOR

About FACE:

Fresno Area Community Enterprises (FACE) is a faith-based nonprofit committed to restoring hope and renewing neighborhoods. Through workforce development, life skills training, and social enterprises like RockPile Landscaping and Moving On Up, FACE empowers individuals facing employment barriers while building stronger, more resilient communities.

The ROLE

The **Administrator** plays a critical leadership role at FACE by strengthening internal systems, leading operational support, and advancing FACE's mission through strategic coordination of its programs, data systems, and social enterprise efforts. Reporting directly to the Executive Director, this role serves as a right-hand leader to ensure FACE's people, programs, and partnerships function smoothly and effectively.

KEY RESPONSIBILITIES

1. Administration

- Manage office systems (mail, phones, files, email responses, scheduling).
- Handle financial tasks: invoices, receipts, deposits, petty cash, bills, payroll (Paychex), reconciliations, statements, and expense reports.
- Coordinate with FACE's accountant and Board Treasurer on annual 990 and financial oversight.
- Prepare monthly financial statements for the FACE Board.
- Oversee office organization, supplies, and volunteer/admin assignments.
- Maintain employee onboarding, time records, and compliance paperwork.
- Manage and update key CBO legal and compliance documents.

2. General Administrative Support (FACE Org)

- Maintain FACE's shared calendar and help coordinate events in partnership with North Fresno Church.
- Support staff meeting agendas, notes, and follow-up actions.
- Manage FACE vehicles' use logs and insurance paperwork.
- Other administrative tasks as directed by the Executive staff

KEY QUALIFICATIONS

- Demonstrated experience in program or operations management, preferably in a nonprofit or social enterprise setting.
- Proficiency in developing systems for data tracking, reporting, and team collaboration.
- Excellent administrative and organizational skills; ability to manage multiple streams of work with calm and clarity.
- Strong leadership and coaching experience, with the ability to create a positive team culture.
- Tech-savvy with office systems (Google Workspace, QuickBooks, Airtable, CRM, etc.).
- Passion for FACE's mission and a heart for people and community restoration.

DESIRED QUALIFICATIONS

- Experience in small business or nonprofit management.
- Supervisory experience with multi-disciplinary teams.
- Familiarity with trauma-informed leadership and/or mentorship programs.
- Bilingual in English and Spanish is a plus.

WORKING CONDITIONS

This is a hybrid role based out of FACE's main office in Fresno, with regular community engagement and some field-based responsibilities. Standard hours are part-time (20 hours/week) with the opportunity for additional compensated project hours based on organizational needs and the candidate's capacity.

Reports to: Jared Thomas, Operations Manager of FACE

Compensation: 20 hours per week, with potential to increase based on the needs of the organization. Hourly wage between \$20-\$25 per hour, based on experience.

[Apply Here!](#)