



15279 Alton Parkway, Suite 300  
Irvine, CA 92618

[freewheelchairmission.org](http://freewheelchairmission.org)

Job Title: Programs Coordinator  
Location: Free Wheelchair Mission, Irvine CA

Reports To: Partner Relationships Manager  
Status: Full Time Non-Exempt

*Free Wheelchair Mission (FWM) is a humanitarian, faith-based, non-profit organization based in Irvine, California, USA. Our mission is to “Transform lives through the gift of mobility to people with disabilities living in developing nations as motivated by Jesus Christ.”*

#### Job Summary:

The Programs Coordinator is an opportunity for a highly organized, detail oriented professional with outstanding interpersonal skills and a strong sense of initiative. The Programs Coordinator will be responsible for meeting the administrative needs of the Programs Team to facilitate communication with our Freight Forwarder and Manufacturer, ensuring wheelchairs are ordered and shipped in a timely fashion.

#### Responsibilities:

- Manage relationship and communicate with FWM's Freight Forwarder.
- Place Wheelchair order with manufacturer on a consistent basis.
- Manage Program Director's calendar. Includes: Scheduling, organizing activities such as meetings and travel.
- Provide administrative support for department through management of Programs Smartsheet account, Database assistance (adding information, creating queries, running reports) and meeting minutes.
- Assist Program Director's in management of email, letters, phone calls and internal communications.
- Maintain and produce weekly, monthly, quarterly, and annual reports
- Facilitate communication channels between Programs and other FWM departments and staff
- Update Programs operational procedures.
- Perform other administrative duties as assigned in support of daily job duties by direct supervisor.

#### Minimum Experience and Required Skills:

- Minimum 1 years' experience with supply chain shipping and logistics strongly preferred.
- A Minimum of 2 years' experience in a comparable role as an Administrative Assistant.
- Bachelor's Degree Required
- Intermediate computer skills in Microsoft Word, Outlook, Access and Excel are a must; experience with Smart Sheet and Sales Force database a plus
- Commitment to accuracy, attention to detail and good follow through
- Outstanding verbal, written and email communication skills
- Must be able to work as part of a team
- Excellent interpersonal skills and ability to interact diplomatically with diverse partners, agents and groups stateside or internationally.

#### Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to **25** pounds.

Compensation:

Salary dependent upon qualifications and experience.

How to Apply:

Please send cover letter and resume addressing your experience in regard to the responsibilities and qualifications listed above to [jobs@freewheelchairmission.org](mailto:jobs@freewheelchairmission.org) with **Programs Coordinator** in the subject line.

No phone calls please.

Free Wheelchair Mission is an EQUAL OPPORTUNITY EMPLOYER. This position is employed “at will” by Free Wheelchair Mission.