



**NEW POSITION!  
WORK HARD FOR TO HELP THOSE LESS FORTUNATE**

Full Time Executive Assistant to the Executive Director of Our Saviour Center in El Monte. Join our dedicated and passionate team in serving our most vulnerable populations.

**WHO WE ARE:**

Since 1985, Our Saviour Center has been in the business of saving and changing lives. We provide life-sustaining services to the neediest and underserved in the San Gabriel Valley. Please take the virtual tour of our 2 campuses in El Monte at:

<https://www.youtube.com/watch?v=05ndTgwFutg>

**WHAT YOU WANT IN YOUR JOB:**

To become part of a small team of people who work hard to help those less fortunate. To go home at the end of the day **KNOWING** you helped someone. To make a difference!

**WHAT WE NEED FROM YOU:**

- Strong work ethic
- Self-motivation
- Strong organizational skills
- Excellent writing skills
- Strong time management skills
- Inquisitive mind
- Strong MS Office skills, particularly EXCEL

No previous Executive Assistant experience needed.

Please email resume and cover letter to [JaneMF@Our-Center.org](mailto:JaneMF@Our-Center.org)

[www.our-center.org](http://www.our-center.org)

No calls please.