

Temporary Position:

Administrative Coordinator

Part-Time

Position Overview

Reporting to the CEO, the Administrative Coordinator works closely with and supports all team members to ensure efficient administration of Federation operations. This is a 1/2-3/4 time position from mid-January to the end of May. Federation employees work in the offices based at the Jewish Community Center of Greater Ann Arbor Monday, Tuesday & Thursday. Remote work is an option on Wednesdays & Fridays.

Principal Duties and Responsibilities

The Administrative Coordinator will support all Federation operations. Duties will include:

Staff/Program Support (50%)

- In collaboration with team members, handle logistics involved in organizing, implementing, and staffing events, meetings and/or special projects. This includes managing event registration; preparing event mailings and registration packets; and coordinating and liaising with caterers and venue staff.
- Provide general administrative support to the Community Relations Director and Israel Programs Manager.
- In collaboration with the Campaign Manager, coordinate logistics for direct mail campaigns and other publications
- In collaboration with the Marketing & Communications Manager, maintain and update the Federation website

Executive Support (30%)

- Provide administrative support to the CEO including scheduling meetings, coordinating meeting reminders, printing materials, and helping with minutes as requested.
- Coordinate donor/community acknowledgements such as birthday and condolence cards, and other communications
- Assist the CEO with work related to Board of Directors administration such as printing board materials, maintaining records, and assisting with updating manuals.
- Perform other duties as assigned by the CEO

General Office (20%)

- Serve as the organization's vital administrative point person with responsibility for:
 - tracking and ordering supplies
 - assisting team with printing issues
 - maintaining shared office and storage spaces
 - managing and coordinating the Federation calendar, room reservations, staff gatherings
 - Maintaining the zoom calendar and managing recordings
 - Reminding staff of upcoming deadlines

- Utilize Federation CRM for efficient operations, particularly around event management and data integrity. This includes accurately entering and maintaining records as needed, performing all aspects of event data management including integration with and set up of on-line forms, website, and zoom, and providing reports for campaign staff
- Maintain and update the Community Directory, internal directories (e.g. committee lists) and Federation historical tracking documents.
- Track expenses and maintain budgets for office expenditures
- Promote the mission of Federation at all times through superior customer service to all and through the efficient use of and care for all resources; and
- Attend weekly staff meetings, community events as needed, and professional development seminars and conferences as needed.

Competencies and Skills

- Bachelor's Degree or equivalent experience
- One to three years of administrative support experience
- Excellent written and verbal communication and interpersonal skills
- Strong computer skills including proficiency with MS Office applications (Office 365); CRM/databases
- Eagerness and ability to learn new computer platforms and other skills
- Self-starter, creative thinker and team player with the ability and adaptability to handle multiple tasks in a fast-paced environment
- Meticulous attention to detail and follow-up and excellent problem-solving skills
- Facility with HTML or updating websites, experience with Canva or other design software, experience with Mailchimp, Constant Contact or other electronic mail platforms helpful
- Involvement in and/or knowledge of the Jewish community helpful
- Must have access to a car and provide proof of a current driver's license and registration
- Must be able to work occasional evenings and Sundays for meetings and events

Salary Range

\$45,000-\$50,000 (FT salary)