

Administrative Coordinator

Summary

The Jewish Federation of Greater Ann Arbor is seeking a creative, dynamic collaborator to join its energetic team as **Administrative Coordinator**. This is a full-time in-person position. Jewish Federation employees work in the offices based at the Jewish Community Center of Greater Ann Arbor. There is some flexibility for occasional remote work.

This person will provide administrative and operational support for Jewish Federation operations. This position requires enthusiasm, flexibility, excellent organizational abilities and computer skills, creativity, good humor, and a goal-focused outlook. The ideal candidate will have exceptional interpersonal communication abilities and be able to successfully nurture mutually beneficial relationships.

The Jewish Federation is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Background

The mission of the Jewish Federation of Greater Ann Arbor is to unite and strengthen our Jewish community to shape a vibrant, resilient future. Together, we build a flourishing Jewish community that is welcoming & inclusive, educated & engaged, safe & secure, caring, active and connected to our local community, Israel and Jews worldwide.

The most recent annual campaign raised \$1.8 million, and the community's endowment stands at just over \$14 million.

The greater Ann Arbor Jewish community has a population of more than 18,000 representing about 11,000 households. The community is strong and diverse with congregations representing a broad spectrum of Jewish communal life, a warm and educationally exceptional Jewish elementary school, a thriving Jewish Community Center, and a robust and compassionate Jewish Family Services.

Position Overview

Reporting to the Communications & Operations Director, the Administrative Coordinator works closely with and supports all team members to ensure efficient administration of Jewish Federation operations.

Principal Duties and Responsibilities

Staff/Program Support (60%)

- 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, Communications & Operations Director, and Israel Programs Manager. Duties include those enumerated above as well as scheduling meetings, coordinating various mail and email communications and other general administrative duties.

Executive Support (20%)

- 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 Director administration such as printing board materials, maintaining records, and assisting with updating manuals.
- Perform other duties as assigned by the CEO

General Office/Finance Support (20%)

- Serve as the organization's vital administrative point person with responsibility for:
 - tracking and ordering supplies
 - assisting team with printing issues and other tech issues
 - maintaining shared office and storage spaces
 - managing and coordinating the Jewish Federation calendar, staff meetings, holiday & birthday events, employee recognition, etc.
 - Maintaining the zoom calendar and managing recordings
- Serve as JCC Liaison for room reservations and other building issues.
- Reconcile staff credit card receipts with credit card statements to report to the Controller
- Assist the Controller with basic Accounts Payable paperwork to ensure timely check preparation
- Open and distribute daily mail, ensuring a record is kept of all checks received
- 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);
- 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
- Experience with Canva or other design software, 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-\$55,000