



<b>Position:</b>	Executive Assistant
<b>Reports to:</b>	Chief Executive Officer (CEO) and Chief Development Officer (CDO)
<b>FLSA Classification:</b>	Non-exempt
<b>Department:</b>	Administration Support
<b>Full/Part Time:</b>	Full-time

**Organization Summary:**

Jewish Federation of Palm Beach County is a 501(c)3 nonprofit organization dedicated to transforming, inspiring and saving lives in the Palm Beaches and 70 countries around the world. Each year, Jewish Federation inspires thousands of community members to contribute, volunteer and participate in programs that generate nearly \$30 million to leading a powerful impact in the community.

**Position Summary:**

This position is responsible for providing comprehensive administrative support to the CEO and CDO, managing activities within the executive office as needed, and supporting their respective internal and external engagements, especially with donors and other key stakeholders.

The Executive Assistant will coordinate correspondence and communications, calendars, travel arrangements, expense reports, meeting agendas and materials, memos, briefings, and presentations, among other responsibilities. The core function of the Executive Assistant is to prepare and organize both executives, so their maximum capacity is available to the organization's most essential and consequential matters. The Executive Assistant operates behind the scenes to maximize their leaders' impact and effectiveness. This person plays a critical role in driving the mission of the Jewish Federation forward every day.

The Executive Assistant requires a positive, solution-oriented approach to every situation, expert organization and communication skills, and meticulous attention to detail. The successful candidate will establish a professional, direct, and confidential rapport with the CEO and CDO and supportive, collaborative relationships with other leaders and colleagues.

**Essential Duties and Responsibilities:**

- Provides direct executive support to the CEO and CDO, which could include confidential and sensitive information. Ensures strict confidentiality of privileged information.
- Collects, tracks and distributes agenda items and supporting materials for meetings run by the CEO, including, but not limited to, meetings of the Executive Team and the CEO's Development Activities. Maintains records of meeting agendas, next actions and results and, when appropriate, staffs meetings to take notes and manage follow up.
- Manages CEO and CDO calendars, including scheduling/arranging meetings, booking meeting rooms, and sending invitations and reminders when needed.
- Coordinates executive travel, hotel, and car reservations.
- Tracks CEO and CDO expense receipts and prepare monthly expense reports.
- Manages CEO and CDO communications and correspondence (phone, voicemail, mail), responding when needed; bringing action items forward to appropriate individual's attention.
- Accurately reviews, proofreads, and assists with any materials, including documents, reports, memos, briefings, presentations, forms, and other items, ensuring accuracy and completeness.
- Updates donor records and runs reports from database, as needed.
- Proactively contributes to office and organizational activities to ensure an efficient and cohesive team environment.



- Serves as project manager for special projects as assigned, which may include planning and coordinating presentations, disseminating information, research and collecting data.
- May respond to the incoming telephone calls, perform necessary follow up and communicate with Federation management on sensitive and/or confidential issues received.
- Other duties as assigned.

**Qualifications and Success Factors:**

- High school diploma or equivalent required, preference for Associates Degree or greater.
- Five or more years' experience in executive assistance position or equivalent combination of relevant education, experience and skills required.
- Excellent customer service skills required, including professional phone presence.
- Excellent written and verbal communication skills required.
- High degree of professionalism in any setting.
- Strong knowledge of basic office computing, including MS Office (Outlook, Word, Excel, PowerPoint, Teams), Zoom and basic database skills required.
- Strong work ethic and purpose-driven commitment to the mission of Jewish Federation.
- Proficiency with scheduling meetings and managing multiple calendars.
- Well organized with a high level of detail orientation.
- Willingness to partner with professional staff to achieve overall organizational goals.
- Ability to effectively communicate and collaborate with individuals at all levels of the organization, including but not limited to executives, staff, lay leaders and donors.
- Ability to act proactively, respond promptly and anticipate needs of executive team members.
- Ability to handle confidential information discretely.
- Ability to manage multiple tasks, meet critical deadlines and work in a fast-paced environment required.
- Ability to adapt/learn new computer software, audio visual equipment and business processes.
- Ability to lift and carry up to 25 pounds required.
- Must be able to pass Level 1 background check.
- Must be able to work off-shift hours including nights and weekends, as needed.

**Work Environment:**

Although this position is eligible to work from home on a hybrid basis, the primary duties will be performed at Federation's headquarters. Work-from-home is subject to Federation policies and schedules. When working from home, employee must:

- Follow all Federation policies and procedures,
- Be available to other employees during Federation's normal business hours,
- Not work from a public place (e.g., coffee shop, library, etc.) and/or join a public, unsecure wi-fi network when working with sensitive or confidential information,
- Coordinate with IT department to maintain appropriate computer equipment and connectivity.

***The Jewish Federation of Palm Beach County is an Equal Opportunity Employer.***

To apply online, please visit our career's [page](#). Or email your resume and cover letter to: [HRrsvp@jewishpalmbeach.org](mailto:HRrsvp@jewishpalmbeach.org).

**NO CALLS, PLEASE.**