



**Position:** Administrative Assistant  
**Reports to:** Project Manager, Event Services  
**FLSA Classification:** Non-exempt  
**Department:** Financial Resource Division (FRD)/Event Services  
**Full/Part Time:** 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 more than \$30 million to leading a powerful impact in the community.

**Position Summary:**

The Administrative Assistant is responsible for office administration while working within the mission, vision, and core values of the organization. The Administrative Assistant will have close interaction with most departments within the Federation as well as with high profile donors, vendors, and other key contacts. Therefore, excellent customer service and attention to detail is essential.

**Essential Duties and Responsibilities:**

- Submits event request forms through Federation’s CRM database.
- Receives registrations, creates batches, and adds registrants. Sends DIS information to add registrants in CRM database if required.
- Creates Work Zones (job tickets) for each event (i.e., work orders for invitations, post event thank you correspondence, printed programs, continuities, etc.).
- Processes requisitions, expense reports and purchase orders for each event.
- Pulls registrant list, exports to Excel, prepares mail merge for name badges for each event.
- Stays apprised of all event calendars within the community, reporting to the Director any conflicts and anything that needs to be added to the Federation Community and virtual Calendars.
- Supports Project Coordinator with special assignments such as finalizing post event reconciliation form and balance with credit card slips, cash, and checks.
- Prepares each event with all necessary supplies as listed on the supply check list as well as returns all items at the conclusion of each event.
- Reviews Day of Admin Checklist (additional name badges, credit card machines, petty cash, walk in forms, etc.). Assists with donor, vendor, and other correspondence via email, mail, and phone as appropriate.
- Assists event team with event and vendor research.
- Maintains and manages event closets and assists staff with event supply needs.
- Meets with Project Manager and Event Planners as needed to review event details and supplies required.
- Performs general clerical duties to include, but not limited to, collecting data, copying, faxing, mailing, and filing.
- Assists other admins with event preparation as needed.
- Orders chair gifts.
- Email DIS to schedule credit card machine pick up prior to events.
- Supports Project Manager and Event Planners with event speaker support, i.e., transportation and lodging.
- Maintains information for each event in electronic files.
- Attends all events as they are assigned and assists in set up, registration and breakdown.
- Other duties as assigned.

Shared office duties:

- Providing backup support for general office duties, including but not limited to:



- Opening and distributing mail
- Answering phones
- Ordering supplies
- Providing administrative support for events
- Assisting in other departments, as needed.
- Other duties as assigned.

**Qualifications and Success Factors:**

- High School diploma required preference for Associate Degree or greater in in one of the following areas: Event Planning, Fundraising, Non-profit Management, Business Administration, Hotel Management or similar.
- Two or more years administrative experience with fundraising events and event support or equivalent combination of education, experience and skills required.
- Excellent customer service skills required.
- Excellent written and verbal communication skills required.
- Excellent organization skills with high attention to detail.
- Strong interpersonal skills – calling donors/fielding event related questions.
- Strong organizational skills required.
- Strong knowledge of basic office computing, including MS Office (Outlook, Word, Excel, PowerPoint, Teams), Zoom and basic database skills required.
- Experience working with volunteers and committees.
- Experience with donor relation systems preferred.
- Experience managing POs and event expenses preferred.
- Ability to work off-hour events morning, evening and possible weekends as needed with flex time during the week to offset overtime unless approved.
- Must be able to pass Level 1 background check.
- Must maintain valid Florida driver’s license.
- Must be able to work off-shift hours including nights and weekends, as needed.
- Must be able to lift and carry at least 25 lbs. and be able to set up event displays.

**Work Environment:**

Position is eligible to work from home ***occasionally*** in accordance with Federation policies. 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.***

The duties and responsibilities described are not a comprehensive list and additional tasks may be assigned to the employee from time to time at the Federation’s discretion. Employment is at-will, and this job description is not an employment contract and nothing herein shall be deemed to create in any way whatsoever an employment contract.

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.**