



Position: Administrative Assistant, CJE
Reports to: VP, Jewish Education
FLSA Classification: Non-exempt
Department: Programming / Commission for Jewish Education (CJE)
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 will coordinate his/her efforts with other members of the staff to provide administrative support for the programs of the Commission for Jewish Education (CJE), a department of the Jewish Federation of Palm Beach County. The mission of the CJE is to enrich and strengthen Jewish life and education throughout the greater Palm Beaches. Its objective is to offer compelling and creative pathways for Jewish life and engagement that strengthen meaningful and lasting connections to the Jewish community.

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. The Administrative Assistant will work closely with all members of the Programming and Engagement Team and will report directly to the VP, Jewish Education.

Essential Duties and Responsibilities:

- Supports the functions of all areas of CJE and its programs including, but not limited to:
 - Adult Learning
 - Professional Development & School Services
 - Special Needs Education
 - Teen Engagement
 - Israel Education and Programming
- Assists in program/event planning and preparations for CJE as necessary including but not limited to:
 - Creating Work Zones (job tickets) for each program/event (i.e., work orders for invitations, post event thank you correspondence, printed programs, continuities, etc.).
 - Coordinates logistics for meetings, including meeting room reservations, ordering of food, buying supplies, etc.
 - Scheduling, calendaring, monitoring attendance.
 - Gathers and distributes materials in advance of meetings as needed.
 - Pulls registrant list, exports to Excel, prepares mail merge for name badges and tents for each program/event as needed.
- Attends all program/events and department meetings and takes notes. Assists with set up, registration and breakdown.
- Attends and provides support for monthly committee meetings.
- Enters program/event participants in CRM.
- Processes requisitions, expense reports and purchase orders for department.
- Works with other departments as necessary to update and maintain appropriate staff and meeting calendars for programs/events.



- Works with the VP, Jewish Education to provide general administrative support for CJE as needed.
- Fosters relationships with donors, volunteers, program participants and community partners.
- Assists staff and lay leaders with connectivity to online meetings.
- Performs general clerical duties to include, but not limited to, collecting data, copying, faxing, mailing, and filing.
- Provides support for young adult Israel Emissaries.
- Checks department mailbox several times per week and distributes mail.
- 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 organizational skills with high attention to detail and ability to multi-task, prioritize and manage multiple projects.
- Strong interpersonal skills and ability to work independently and cooperatively within a team.
- 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 learn about Jewish world, religion, tradition, and values.
- 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 program/event displays.

Compensation and Benefits:

In addition to a competitive salary, Jewish Federation of Palm Beach County currently offers the following benefits:

- A comprehensive benefits package including 15-25% of employee-only premiums paid for medical and dental and 100% of premiums paid for vision insurance.
- Federation contributions toward HSA accounts.
- Federation-paid Life/AD&D policy.



- Federation-paid long-term disability (LTD) insurance.
- Medical and dependent-care Flexible Spending Accounts (FSA).
- Hybrid work schedule.
- Professional development and training opportunities.
- Paid vacation and sick leave.
- Generous paid holiday schedule.

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

Federation strongly encourages applications from individuals with varied identities and backgrounds. As an equal opportunity employer, all individuals are encouraged to apply without regard to race, color, religion, age, disability, national origin, gender, sexual orientation, marital status, ancestry, genetic information, medical condition, veteran status, financial status, or any other class protected under federal, state, or local laws.

Federation is committed to the full inclusion of all qualified individuals. If accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact Mary Kay McGann at mary.kay.mcgann@jewishpalmbeach.org for assistance.

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

NO CALLS, PLEASE.