



Position: Administrative Assistant, External Affairs
Reports to: Senior Vice President, External Affairs
FLSA Classification: Non-exempt
Department: Financial Resource Development (FRD)/External Affairs
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 \$50 million to leading a powerful impact in the community.

Position Summary:

The role of the Administrative Assistant is vital for the overall success and efficient functioning of the External Affairs department and Federation. The administrative professional plays a crucial role in providing operational support to the SVP, as well as other leaders and staff within the department. Their responsibilities are essential in ensuring the department's efficiency by facilitating effective communication, providing comprehensive organizational support, and assisting with various tasks. The Administrative Assistant has a vital role in upholding the department's dedication to customer service excellence. They regularly engage with a diverse range of stakeholders, including Federation staff, lay and professional leaders, volunteers, donors, and vendors.

Essential Duties and Responsibilities:

- Processes CRM transactions including inputting, querying, generating reports and exporting constituent data in CRM database.
- Understands, interprets, and draws inferences from transaction data in reports and the CRM system.
- Reviews, refines and verifies information on constituent lists including checking data accuracy, removing duplicate records, validating contact information, and updating constituent preferences (e.g., nicknames, alternate addresses, do not mail).
- Works with Finance Department to oversee and reconcile corporate credit card transactions on behalf of the External Affairs department.
- Maintains office logistics including ordering and managing office supplies, keeps track of inventory, maintains supply closet, coordinates business cards, name badges and door signs.
- Updates and manages External Affairs department's MS Teams intranet pages.
- Creates and processes purchase orders, electronic requisitions, new vendor setups, invoices, billing for vendors, contractors, and other service providers.
- Archives marketing communications, reports, leadership bios, photos, and other key files, and searches the system to retrieve these files to support projects as needed.
- Works with print publications, printing companies and other vendors to obtain quotes, reserve space, schedule projects, and manage proof approval process for advertising placements, printing production, and other specialty projects.
- Oversees vendor projects to ensure adherence to project specifications, timing, expenses, ordering and delivery.
- Submits advertising project requests through automated system and maintain advertising placement tracking.
- Manages general office administration including filing, schedules in-person and virtual meetings, manages calendars and prepares and submits check requests and expense reports.



- Organizes and coordinates logistics for meetings and events, including managing RSVPs, on-site registration, logistics management (e.g., meeting space, refreshments, A/V, materials), taking meeting minutes.
- Assists with drafting, formatting, editing, proofreading various documents, such as reports, presentations, and spreadsheets.
- Assists SVP and team members with coordinating travel arrangements, community event registrations, professional subscriptions memberships expense reports, and other administrative expenses.
- Completes routine administrative duties such as filing, photocopying, scanning, responding, inbound mail sorting and distribution, scheduling meetings and appointments, maintaining physical and electronic files.
- Performs general clerical duties to include, but not limited to, collecting data, copying, faxing, mailing, and filing.
- 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 Marketing, Non-profit Management, Business Administration, or similar.
- Two or more years administrative experience 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 meticulous 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. Strong preference for excellent Excel skills including sorting large amounts of data, removing duplicates, and basic formulas.
- Proficient in working with customer relationship management (CRM) databases.
- Ability to handle sensitive information with discretion and maintain confidentiality when dealing with documents, conversations, and situations.
- Ability to work in a fast-paced environment, meet deadlines, prioritize tasks, multi-task, respond to urgent matters, and pay attention to detail.
- Must be able to pass Level 1 background check.
- 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.

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.

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.

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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.