



Administrative Assistant, CJE

Overview and History:

The Jewish Federation of Palm Beach County (JFPBC) is a 501(c)3 nonprofit organization dedicated to transforming, inspiring, and saving lives in the Palm Beaches and 70 countries worldwide. Each year, JFPBC inspires thousands of community members to contribute, volunteer, and participate in programs that generate more than \$50 million, creating a powerful impact in the community. Working every day to improve the lives of Jewish people, JFPBC funds 13 agencies and programs in the Palm Beaches and around the world to strengthen the social service network for all, build a strong and inclusive Jewish community, and provide help to those struggling through adversity.

JFPBC seeks an Administrative Assistant to provide administrative support for the programs of the Commission for Jewish Education (CJE), whose mission is to enrich and strengthen Jewish life and education throughout the Palm Beaches. CJE offers 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 JFPBC 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.
- Assists in program/event planning and preparations for CJE as necessary.
- 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.
- Assists staff and lay leaders with connectivity to online meetings.
- Provides support for young adult Israel Emissaries.
- Performs shared office duties, such as opening and distributing mail, answering phones, ordering supplies, etc.

Compensation and Benefits:

In addition to a competitive salary, JFPBC currently offers the following benefits:

- A portion of medical and dental premiums are Federation-paid.
- 100% of vision premiums are Federation-paid.
- 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

Position Summary

Posted: December 2023

FLSA Designation: Non-exempt

Full/Part-Time: Full-time

Qualifications and Success Factors:

- High School diploma required preference for associate degree or greater. Management or similar.
- 2+ 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 knowledge of basic office computing, including MS Office (Outlook, Word, Excel, PowerPoint, Teams), Zoom and basic database skills required.
- Experience with donor relation systems preferred.
- Experience managing POs and event expenses preferred.
- Ability to learn about Jewish world, religion, tradition, and values.
- 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.

Apply online via JFPBC's [Career's page](#), or email resume and cover letter to: HRrsvp@jewishpalmbeach.org

JFPBC 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.