



## Administrative Assistant, Meyer JCF

### 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 responsible for office administration while working within the mission, vision, and core values of the organization. The Administrative Assistant will have close interaction with volunteers and donors, and excellent customer service is essential.

### Essential Duties and Responsibilities:

- Provides administrative support for Operations Director and Vice President, MJCF.
- Coordinates, provides support and prepares minutes for the following meetings: Meyer JCF Board, volunteer committees, staff trainings, etc.
- Maintains and updates records pertaining to planned gifts for LOJE/ACE, Bequests, Trusts, Life Insurance policies, Donor Advised Funds (DAFs).
- Follows up with professional advisors/family members to ensure all documentation is received and accounted for.
- Coordinates acknowledgements of new gifts including letters, phone calls from leadership, etc.
- Maintains record keeping and inputs information in existing files and systems.
- Works with marketing to coordinate announcements of planned gifts; printed materials; integration with annual campaign; integration in overall Federation message.
- Drafts Fund Agreements, Addendums, and serve as liaison to MJCF donors where appropriate.
- Implements Donor Recognition & Stewardship Program for Foundation Donors.
- Maintains Life & Legacy spreadsheet for 9 partner organizations which requires complex tables, calculations, and updates on a regular basis.
- Prepares quarterly reports as required by the Grinspoon Foundation.
- 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](mailto: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.