



Job Description

POSITION TITLE: Administrative Assistant

DEPARTMENT: Varies

REPORTS TO: Office Administrator

About the Federation:

The Jewish Federation of Broward County strives for excellence. We cultivate an inclusive space where all feel welcome, celebrated, and contribute meaningfully to our shared vision. At the Jewish Federation of Broward County, you can be part of one of the most effective non-profit organizations in South Florida. Our mission is to mobilize the Jewish Community to provide leadership and financial resources that strengthen and enhance Jewish life in Broward, Israel and worldwide.

About the Position:

The Jewish Federation of Broward County seeking an energetic and organized Administrative Assistant to keep our operations running smoothly and our teams supported every day. As the go-to person for daily office management and administrative needs across departments, you'll play a vital role in maintaining seamless communications, coordinating meetings, organizing records, and making events happen. Reporting directly to the Office Administrator, this is a role for someone who thrives in a fast-paced, collaborative environment where no two days are the same!

If you're a multitasker with a sharp eye for detail, excellent communication skills, and experience in administrative support, you could be just who we need. Proficiency with Microsoft Office and a knack for organization will set you up for success, helping you independently manage day-to-day tasks while supporting our team in reaching the Federation's mission. Join us, and be part of a team dedicated to creating an efficient, positive, and welcoming environment for all!

What You Will Be Doing (Principal Duties/Responsibilities/Tasks of the Role, Typical Day):

Event Administration:

- Meet with assigned professional ahead of the event to determine administrative and logistical needs, maintaining strong communication with the professional throughout the process and acting as a liaison between departments and the supervisor as needed.
- Identify and secure all necessary event supplies, ensuring they are on hand at least two weeks before the event.
- Process both online and direct event registrations, ensuring database accuracy.
- Respond to inquiries and requests promptly and thoroughly.
- Assist in event marketing and communication tasks, such as preparing mailings, distributing flyers, and supporting other promotional activities.
- Create, process, and maintain documents related to events, including participant lists, table assignments, name tags, pledge cards, and more.
- Attend events and assist with setup, breakdown, registration, and any other duties as assigned.
- Conduct post-event administration, updating databases with participant information, non-attendees, pledges, thank-you letters, and mailings.

Non-Event Administration:

- Answer and screen telephone calls, providing information and referrals when appropriate.

- Provide administrative support across the organization, with tasks assigned by the Office Administrator.
- Ensure the accuracy of organizational and individual event/meeting calendars.
- Assist in setting up for both internal and external meetings, handling refreshments, maintaining attendance lists, preparing name tags, attending meetings as necessary, taking minutes upon request, and performing follow-up actions as directed.
- Interact and communicate with volunteer leadership, donors, members, and co-workers, providing information, handling requests, processing donations, and updating the database as needed.
- Draft correspondence, memos, and reports as requested, and create and maintain lists as needed.
- Provide backup coverage for the receptionist as assigned.
- Assist in processing both incoming and outgoing mail.
- Demonstrate initiative by identifying and recommending improvements in processes, procedures, and tasks.
- Show an understanding of and commitment to the organization's goals, objectives, and strategic plan.
- Reflect pride in performance through quality work and a positive demeanor.

What You Need to Succeed:

- Willingness and ability to work evenings and weekends as needed.
- Proficiency with Microsoft Office (Word, Excel, Outlook, PowerPoint) and the ability to quickly learn new software.
- Experience with Raiser's Edge is beneficial, along with knowledge of the nonprofit sector and/or the Jewish community.
- Strong organizational skills.
- Excellent oral and written communication skills in English, with attention to grammatical accuracy.
- Ability to work independently with minimal supervision, maintaining a commitment to accuracy and integrity.
- A high level of integrity regarding sensitive and confidential matters.

Benefits

The Jewish Federation of Broward County is an equal-opportunity employer offering a people-friendly environment. The benefits of this position include a full suite of medical benefits, up to 3% retirement contribution; competitive paid time off and parental leave; opportunities for professional development; and a work culture that pairs high expectations and accountability with significant flexibility.

This job description is intended to convey information essential to understanding the scope of the position. It is not intended to be an exhaustive list of skills, efforts, duties, or responsibilities associated with the position.