

Jewish Renaissance Foundation

Job Description

<u>Title:</u>	Administrative Assistant to the CEO – Non Profit
<u>Department:</u>	Admin
<u>Location:</u>	Main Office - 149 Kearny Ave. 2nd Floor, Perth Amboy, NJ
<u>Reports To:</u>	Chief Executive Officer
Salay Range:	\$36,000-\$42,000/annually
<u>Post:</u>	11/2018

Job Summary:

The Administrative Assistant provides one-on-one administrative support to the CEO in all areas, and serves as the liaison between the CEO and the Board of Directors. The Administrative Assistant also serves as the primary point of contact for internal and external constituencies on all matters pertaining to the agency. This individual should be experienced in working independently on projects, from conception to completion, and work well under pressure to handle a wide variety of confidential matters with discretion. He/she should also possess superior problem solving skills, and be comfortable performing a wide variety of job tasks, often balancing multiple requests simultaneously. This position is full-time, and directly reports to the CEO, however the support of the Administrative Assistant may often be required by other Staff members.

Responsibilities:

- Maintains the CEO's calendar and independently schedules appointments
- Screens incoming calls and correspondence and responds independently when possible
- Arranges programs, events, or conferences by arranging for facilities and caterer, issuing information or invitations, coordinating speakers, and controlling event budget
- Directs preparation of records such as agenda, notices, minutes, and resolutions for agency meetings
- Acts as custodian of corporate documents and records, ie. MOU's/MOA's/Partnership Agreements/Grant Contracts, etc.
- Directs preparation and filing of corporate legal documents with government agencies to conform to statutes
- Arranges complex and detailed travel plans and itineraries, compiles documents for travel-related meetings, and accompanies supervisor when requested
- Coordinates Board of Directors meetings by developing annual board meeting calendar, preparing board reports, agendas, and recording of minutes of meeting
- Maintain databases and files for Board records, and coordinate orientation for new board members
- Develop and maintain recordkeeping for solicitation letters, fundraising events, and general donations
- Responsible for coordinating reservation of meeting space, company vehicle, and Agency equipment
- Maintain updated list of inventory for all equipment and furniture annually
- Provide front office support by answering incoming calls, greeting visitors and vendors
- Acts as support and liaison between staff and IT consultant regarding technical issues - this includes troubleshooting and taking on any issues arising with phones, internet, cable, server, copiers, employee computer applications, etc. for all locations.
- Acts as liaison between the State and the Agency for any issues arising with the building
- Secure vendor proposals for office equipment as needed
- Assist in coordinating annual fundraising events
- Processes all CEO/CFO approved supply orders
- Establishes and maintains close working relationships with vendors, contractors, consultants, and all third-party affiliates.
- Attends all Staff meetings, day retreats, committee meetings, and any other mandatory agency-wide meetings.
- Meets all agency-wide, grantor, and departmental deadlines.
- Works on special projects as needed/assigned.

Qualifications:

- Some college and/or certificate from college or technical school, preferably in Business Administration or Office Management
- 3-5 years' administrative and/or executive assistant experience, preferably in a non-profit organization
- Experience and interest in internal and external communications, partnership development, and fundraising
- Proficient knowledge in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and Social Media web platforms
- Has a good understanding and is able to troubleshoot most common IT issues related to internet, phone, and computer applications.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners and donors.
- Strong verbal, written, communication and documenting skills.
- Demonstrate proactive approaches to problem-solving with strong decision-making capability
- Emotional maturity
- Highly resourceful team-player, with the ability to also be extremely effective independently
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of client service and response
- Demonstrate ability to achieve high performance goals and meet deadlines in a fast paced environment
- Forward looking thinker, who actively seeks opportunity and proposes solutions
- Must be a self-starter, quick learner, organized and assertive
- Must be able to work some weekends and evenings, if necessary.
- Requires sitting for long periods of time. Occasional standing, bending, stretching or lifting.

**Interested candidates, please send your resume to: jobs@jrfnj.org
Attention: Wilnelya Bosques, Human Resources Director**



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