

## **JOB DESCRIPTION**

**TITLE:** Administrative Associate

**DEPARTMENT:** Administration / Facilities

**REPORTS TO:** Chief Financial Officer & Chief Administrative Officer

**CLASSIFICATION:** Full-time, Non-exempt

**OVERVIEW:** Jewish Federation of Greater Atlanta continues to build a diverse team of highly motivated individuals to create a strong community of philanthropy and engagement. Federation seeks candidates who are motivated, have a positive attitude, and thrive in an inclusive, dynamic environment.

**PRINCIPAL FUNCTIONS:** The Administrative Associate will assist with overall Federation responsibilities, including answering incoming calls, various mailroom tasks, and interacting with employees, tenants, and vendors. This role will also provide operational support to the CFO/CAO including special projects, assisting with meetings, preparing presentations, . A positive self-starter, this person will utilize strong written and verbal communication skills to interact with fellow professionals, board members, and donors.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

### OVERALL FEDERATION SUPPORT

- Ensure efficient operation of the mailroom: process incoming & outgoing mail, order office supplies, and assist with printing and shipping
- Assist the Finance Department with accounts payable, Workflow processing, and reporting
- Answer incoming calls and check Federation voicemail and direct callers to the appropriate Federation professional to ensure their questions are resolved in a timely manner
- Support facilities operations with vendor management and service contracts
- Reserve meeting rooms, troubleshoot issues, and provide excellent customer service to colleagues, tenants, and partner organizations
- Assist Philanthropy team with large mailings to donors
- Contact vendors to service mailroom equipment
- Scan checks and other mailroom/facilities projects
- Serve as back up for Donor Services Associate role

### CFO/CAO SUPPORT

- Complete a broad variety of administrative tasks and special projects for the CFO/CAO
- Assist the CFO/CAO with organizing and prioritizing the daily workload; assist in following up on open items to resolution
- Communicate directly, and on behalf of the CFO/CAO, with internal and external partners and stakeholders
- Provide support for committee meetings: manage scheduling and invitations, room and food logistics; check calendars, track RSVPs, follow up with non-responders, prepare agendas, etc.
- Attend meetings, take minutes, and review them with lead professional prior to distribution
- Gather financial reports and data for Board, Finance & Administration meetings, and Federation leadership from various team members as needed



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- Create spreadsheets, documents, and PowerPoint presentations as needed for Finance and Administration Committee and Board Meetings
  - Coordinate with lessors and attorneys regarding lease terms and drafting leases, review vendor contracts and MOUs for key terms with guidance from the CFO/CAO

#### OTHER

- Provide superior customer service, communication, and quick response time to internal and external customers
- Develop positive relationships with colleagues, donors, tenants and community members
- Analyze and make suggestions to continually improve efficiency
- Promote the mission of Federation at all times through superior customer service to internal and external customers and the efficient care and use of all resources
- Maintain confidentiality of all donor information
- Other duties as assigned

**QUALIFICATIONS:** Bachelor's degree or equivalent. Minimum 2 years' experience as an Administrative Assistant or Customer Service role. Strong technology skills including proficiency with Word, Excel, Outlook and PowerPoint. Flexible, collaborative, and comfortable multi-tasking effectively in a fast-paced environment. Strong planning and prioritization skills and excellent attention to detail. Proven track record of problem-solving and meeting deadlines. Excellent written and verbal communications skills. Strong interpersonal skills with the ability to positively and successfully interact with all members of the organization and external community. Good judgment and problem-solving skills. Exhibits a positive, collaborative, professional demeanor.

**PHYSICAL REQUIREMENTS:** Intermittent periods of standing and walking with extended periods of sitting. Must have excellent visual acuity for work with systems and records. Position requires average hearing and verbal ability to communicate with Federation staff, donors, volunteers, vendors, and others. The employee must occasionally lift and/or move up to ten pounds.

*\* Jewish Federation of Greater Atlanta is an equal opportunity employer.*