

JOB DESCRIPTION

POSITION: Office Coordinator

REPORTS TO: Director, Executive Office

CLASSIFICATION: Full-time, Non-exempt

ORGANIZATIONAL OVERVIEW

At the Jewish Federation of Greater Atlanta (Federation), we are building a stronger, more connected Jewish future. This future is powered by philanthropy and built on a solid foundation of engaging programming supported locally across Atlanta and in Israel. A thriving and connected 21st Century Jewish Atlanta ensures that every Jew and their loved ones can access a warm and caring Jewish community, timeless Jewish wisdom, global Jewish peoplehood, and Jewish ways to do good in the world. This vision depends on a strategic and accessible philanthropic landscape that empowers every individual to give in a way that is meaningful to them.

POSITION SUMMARY

The Office Coordinator will be responsible for overseeing and supporting the day-to-day operations of Federation's office needs including reception, scheduling, office coordination, inventory management, logistics and space coordination. The role is critical in ensuring that the office runs smoothly, meeting the needs of staff, visitors, and external partners. The ideal candidate will have excellent customer service skills, be proficient in Office 365, Salesforce and administrative systems, and demonstrate expertise with multiple tasking and proactive problem-solving skills.

This position is a full-time in-office role, Monday through Friday. The office is based in the Sandy Springs area. Available for occasional evening and weekend events.

ESSENTIAL FUNCTIONS OF THE POSITION

- Greet office visitors, apply security screening protocols, and assist with coordination of in-office meetings.
- Answer phone and direct calls and inquiries to the appropriate staff member/department.
- Manage incoming and outgoing mail, packages, and deliveries.
- Create and maintain an inventory management system for office and event supplies.
- Ensure the break area is stocked and organized.
- Manage the office credit card for cross-departmental purchases including tracking expenses, recording receipts and submitting timely documentation for processing.
- Oversee in-office conference & huddle room bookings and coordinate room set-up with primary staff contact.
- Serve as primary contact with the Building & Conference Center for scheduling meetings and programs.
- Coordinate catering needs for in-office & building-based meetings, events and programs.
- Serve as primary contact for building security and any related issues regarding bathrooms, parking lot, community spaces, etc.
- Manage and maintain vendor relationships for office related equipment, supplies and support systems (building maintenance, cleaning, security, etc.).

- Maintain organization-wide event calendar and assist with scheduling and coordinating internal and external meetings.
- Maintain filing systems, both physical and electronic, to ensure documents are easily accessible. Also to include assisting with scanning, indexing, and organizing documents as needed.
- Provide general administrative support as needed.
- Provide occasional event support.
- Other duties as assigned.

QUALIFICATIONS:

Minimum of 2-4 years of experience in an office administration or customer service role. Proficiency in Office 365 (Outlook, Word, Excel, PowerPoint) and other administrative systems. Excellent communication skills, both verbal and written. Strong organizational and multitasking skills with attention to detail. Ability to prioritize tasks and manage multiple responsibilities effectively. Customer service-oriented with a professional demeanor. Self-motivated, reliable, and proactive. Available for occasional evening and weekend hours for event support.

PREFERRED QUALIFICATIONS:

- Experience in managing office supplies, mailroom operations, and coordinating office spaces is preferred.
- Experience working with nonprofit boards, foundation boards and other community and volunteer leaders

PHYSICAL REQUIREMENTS:

- Minimal physical effort required with intermittent standing and walking and prolonged periods of sitting at a desk and in meetings working with a computer.

COMPENSATION:

The salary range for this position is \$47,000 - \$52,000 plus a comprehensive benefits package. Anticipated salary near midpoint; commensurate with experience.

Jewish Federation of Greater Atlanta provides equal employment opportunities to all applicants and prohibits discrimination regarding race, religion, age, sex, national origin, sexual orientation, gender identity or expression.