

JDC-NYHQ JOB POSTING

TITLE: ADMINISTRATIVE ASSISTANT
DEPARTMENT: BOARD RELATIONS
REPORTS TO: ASSISTANT EXECUTIVE VICE-PRESIDENT, BOARD RELATIONS
STATUS: FULL-TIME REGULAR

I. BASIC FUNCTION

To assist the A.E.V.P.-Board Relations in the operations of the Board Relations Department including creating and maintaining databases, drafting correspondence, editing reports, and overseeing/managing/tracking projects and other assorted duties.

II. ESSENTIAL FUNCTIONS

- A. Maintain Raiser's Edge Database of all Board Member data (contact information, committee membership, board meeting participation, etc.)
- B. Provide logistical oversight for Board meetings, including:
 - Maintaining department Board meeting "timeline"
 - Developing templates for agendas and minutes
 - Tracking all overseas staff and guests
 - Taking minutes at Board and Executive Committee meetings
 - Managing compilation of Board materials, including Board meeting mailings and Executive kits
 - Setting and enforcing Board meeting deadlines
- C. Serve as logistical liaison to Regional Specialists
- D. Maintain A.E.V.P.'s office in an organized fashion
- E. Respond to all telephone inquiries and requests in a tactful, diplomatic manner
- F. Type all correspondence, memos, faxes and reports
- G. Maintain appointment calendar and coordinate schedules for meetings and travel.
- H. Special projects and requests from supervisor as required

III. SECONDARY RESPONSIBILITIES

- A. Serve as liaison between Board Relations and other departmental assistants
- B. Work with Board Members to update Board Handbook and Directory
- C. Oversee Board mailings, including management of temps, when necessary

IV. JOB REQUIREMENTS

- A. Exceptional computer skills, including proficiency in Microsoft Office and Raiser's Edge
- B. Excellent customer service skills
- C. Highly organized, high energy, ability to multi-task and prioritize.
- D. Strong verbal, writing and editing skills; ability to compose own correspondence, reports, faxes, etc., and to edit written material into concise and understandable documents.
- E. Knowledge of and interest in the Jewish communal world a plus
- F. Flexibility with work hours a must.
- G. Minimum of undergraduate degree
- H. Strong ability to multi task and work in fast-paced environment

Transfer requests are to be submitted within 7 posting days.

All inquiries and referrals are to be directed to Robin Salsberg, robin.salsberg@jdcny.org

July 19, 2010