



Jewish Family Services' mission is to help individuals and families achieve economic self-sufficiency and emotional stability. We provide a unique combination of mental health and workforce development services, using a person-centered approach to tailor services to meet the complex needs of the people who come through our doors.

Our organization is rooted in a rich history of Jewish values, but our services are not limited to those in the Jewish community. We serve individuals of all races, ethnicities, and religions and from all economic circumstances, and our dedicated and talented staff reflect the diverse communities we serve. We are proud to be designated by *Columbus CEO* in 2022 as one of the Best Places to Work in Central Ohio.

EXECUTIVE ASSISTANT

Reporting to the CEO, the Executive Assistant is a member of the administrative team and provides high-level support to executive management and to the CEO and Director of Resource Development in particular. This is a full-time (37.5 hours per week) position; pay is commensurate with experience.

Preferred Qualifications

- Associate's or bachelor's degree or equivalent work experience; 2-3 years of experience in nonprofit administrative support and/or development work a plus
- Excellent written and oral communications skills; high level of demonstrated attention to detail, accuracy and thoroughness
- Strong problem solving, organizational and time-management skills; demonstrated ability to handle multiple projects at once
- Strong interpersonal and communication skills; ability to build strong relationships with internal and external stakeholders
- Ability to work proactively and independently and to collaborate effectively
- Excellent writing, editing and proofreading skills; able to accurately type (60 WPM)
- Proficiency in Microsoft Office 365 (e.g., Word, Excel, PowerPoint, Outlook, SharePoint); working knowledge of databases and CRMs and ability to run reports; prior experience with Salesforce CRM a plus
- Ability to maintain confidentiality
- Familiarity with Central nonprofit community and Jewish community
- Thorough appreciation of and commitment to diversity
- Desire to make a difference and to advance our mission.

Primary Job Responsibilities

- Manage and maintain CEO's schedule; set up calls, meetings and tours; receive visitors; schedule travel
- Serve as liaison to Board of Directors; maintain and analyze board data and required documentation; handle Board communications and scheduling; take and distribute minutes for board and board committee meetings
- Assist with meeting/event planning including location, food, vendors. Provide support and coordinate tasks leading up to Annual Meeting, staff events, Past Presidents luncheon, and other events and meetings as needed
- Coordinate logistics and technology needs and prepare materials for board and other meetings and events; set up/clean up for Board and other meetings.
- Prepare invoices, flyers, presentations, charts, reports, memos, general correspondence, thank you letters and other documents, using word processing, spreadsheet, database, or presentation software
- Pull, read and analyze incoming memos, submissions, and reports to determine their significance and plan their distribution
- Draft responses to correspondence containing routine inquiries
- Assist Resource Development Director in researching current and potential donors and corporate partners; prepare donor giving reports with giving history, donor or company information, and other appropriate materials. Track donor information in Salesforce database and maintain data quality
- Assist in preparation of reports, presentations, and other materials for CEO and other management
- Coordinate with Director of Resource Development and/or Marketing and Communications Manager to maintain and update stakeholder mailing lists
- Provide excellent customer service; handle phone calls responding to questions and/or complaints and determines the appropriate method or action to be taken
- Demonstrate knowledge of and support Jewish Family Services' mission, value statements, service standards, confidentiality standards, and policies and procedures
- Provide occasional backup support for receptionist
- Other duties as assigned

PHYSICAL DEMANDS AND WORK ENVIRONMENT: The physical demands and work environment described below represent the activities and surroundings of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position is located at our Berwick office and will require occasional travel to other organizations and locations for collaboration and off-site events. Computers, copiers/printers, fax machines and telephones are examples of equipment used. Essential functions may require near visual acuity to review written documentation in hard copy and electronic form; ability to hear and understand speech at normal room levels and on the telephone; physical condition necessary for sitting, walking or

standing for prolonged periods of time. Requires occasional lifting or carrying of materials weighing up to 50 lbs.

Jewish Family Services has a mandatory COVID-19 vaccination policy, available on request.

To apply, please send resume and cover letter to hiring@jfscolumbus.org, re: Executive Assistant.



WE BELIEVE

that we should treat ourselves and each other with dignity and respect.

WE BELIEVE

that all people, no matter how different, are connected.

WE BELIEVE

that people should feel safe in their homes and community.

WE BELIEVE

that we have a communal responsibility to stand up for each other, especially for those among us who are vulnerable.

WE BELIEVE

that we should speak honestly, straightforwardly and respectfully.

WE BELIEVE

that we should respect and accept our neighbors as ourselves.

WE BELIEVE

in being fully engaged and "all in."
