



The Jewish Community Center has an upcoming opening for a full time **Executive Assistant** to join our team in support of the office of the President and CEO. Full time positions at the J are eligible for our employee benefits package which includes medical, dental, company paid life, long term disability and ad&d insurances, voluntary insurances, pension, 403b, membership and program discounts.

**Summary:**

Provides confidential support to President and CEO, overseeing all aspects of the schedule, meetings, board and donor interactions, including Executive team and Board meetings and special projects assigned. Serves as focal point for Tributes for the Development team and provides administrative support to various departments. This role has an important responsibility in providing customer service to our donors, members, guests and staff.

**Essential Tasks:**

- Administrative responsibilities include presentation, letter, and report composition, updating rosters, maintaining files, distribution of faxes, scheduling of appointments, meeting planning and room reservation, preparation of and reconciliation of bills, management of items requiring President's review/signature, taking and compiling of meeting minutes, etc.
- Manage incoming phone calls and visitors for self and President and CEO ensuring all calls are responded to promptly (within 24 hours).
- Undertake, lead or facilitate special projects as assigned for the President and CEO.
- Meet with President and CEO on routine basis to provide status updates
- Facilitate customer comment cards responses by researching the issue with the internal department, crafting a first draft and providing to President and CEO.
- Coordinate all Board of Directors events and meetings. Reserve rooms, send meeting notifications and reminders, track responses and attendance, check community calendars for conflicts and place meetings as appropriate on community calendars, etc.
- Attend, prepare and distribute handouts, take minutes and attendance for Board of Directors and related meetings. Compile new Board member biographies and arrange for photos to be taken and displayed.
- Maintain and update Governance workbook (for yearly selection of new board members and officers).
- Purchase gifts for outgoing board members, emerging leader recipient and president's award recipient.
- In support of the Development team, process online tributes and miscellaneous donations in Raiser's Edge as well as in CSI for deposits. Sell tribute card packets and process transaction.
- Prepare and run reports: end of month campaign reports for CFO, first of month run tribute statements and edit those with drawing accounts.

- Maintain, update, and share various lists: Annual Meeting invitation list, birthday list, board roster (also update in Raisers Edge and JCCA), agency phone rosters, weekly obituaries
- Prepare monthly employee newsletter.
- Identify, with Payroll, upcoming employee service award recipients and purchase gifts. Prepare service certificates.
- Other duties as assigned.

#### **Qualifications:**

- High school diploma or GED required; college degree is preferred.
- 5-10 years prior administrative assistant experience providing support to executive leadership is required.
- Understanding of philanthropy is necessary; knowledge of our donor network and or Jewish philanthropy is desired.
- Must have demonstrated skill in use of office equipment including, but not limited to, computer, Microsoft Office Suite (Word, Access, Excel, PowerPoint), Blackbaud Raiser's Edge, dictation equipment, fax and copy machines, calculator, etc. Must have demonstrated capability to learn new software in order to use industry specific tools.
- Excellent oral and written communication skills with strong phone and customer service skills are required. Ability to read and understand written material and instructions is required.
- Prior event or meeting planning experience is strongly desired.
- Project management and facilitation skills are necessary.
- Visual and auditory acuity to perform all necessary job functions.

To learn about the J and all that we do, please see our website [www.jccstl.org](http://www.jccstl.org)

To apply for this position, please send your cover letter, resume and completed J application to [careers@jccstl.org](mailto:careers@jccstl.org) . Our application is available for printing from the employment section of our website. Please note this is not an online form.

The J is an Equal Opportunity Employer and participates in the Department of Homeland Security's E-Verify program