

# **JEWISH RESIDENTIAL SERVICES**

## **JOB DESCRIPTION**

**POSITION:** Office Assistant      **DATE REVISED:** June 3, 2022

**REPORTS TO:** Office Manager

### **POSITIONS**

**SUPERVISED:** None

**HOURS:** Part time, 20-25 hours/week, non-exempt

### **SUMMARY:**

Join a warm and friendly organization that supports individuals with disabilities. This position provides clerical and administrative support to the Executive Director and the organization generally. We are seeking a detail-oriented individual who has sound judgment, is patient, discreet, and can provide outstanding customer service to internal and external stakeholders.

### **RESPONSIBILITIES**

1. Responds to or appropriately routes incoming telephone calls.
2. Serves as the initial point of contact for visitors.
3. Accurately records donations in donor database and prepares acknowledgement letters. Generates and distributes monthly reports summarizing donor activity.
4. Opens and distributes incoming mail.
5. Prepares correspondence and reports as directed.
6. Prepares credit card statements for submission, ensures that invoices are submitted to fiscal office weekly, and processes expense requests.
7. Organizes files and records.
8. Assists with meeting preparation, including organizing materials for distribution, managing catering requests, room set up and tracking RSVPs.
9. Manages and updates the agency calendar, schedules and coordinates meetings.
10. Assists with execution of special events and ad hoc projects.
11. May assist in the formatting of marketing and communication materials, and with developing content for the organization's website.

## **SPECIFIC POSITION REQUIREMENTS**

1. Strong communication and interpersonal skills and the ability to work with a variety of individuals.
2. Flexibility to work extended hours on occasion.
3. Use of discretion, tact, and good judgement in handling sensitive and confidential information.
4. Ability to lift up to 25 lbs.

## **MINIMUM REQUIREMENTS**

Associates Degree and 2 years prior administrative support experience. Proficiency with Microsoft Office applications. Experience in Salsa Donor Management Software strongly preferred. Familiarity with posting to and updating websites and social media sites is a plus.

OR

Any equivalent combination of experience and training.

A satisfactory current Pennsylvania Criminal History report is required for employment, as well as a valid PA driver's license, satisfactory driving record and proof of car insurance.

JRS is an Equal Opportunity Employer who welcomes people of all backgrounds. People with disabilities are encouraged to apply.

**Qualified candidates should submit resume and cover letter to Nancy E. Gale, Executive Director at: [ngale@jrspgh.org](mailto:ngale@jrspgh.org).**