



United Jewish Federation
OF TIDEWATER



Position Title:	EXECUTIVE ADMINISTRATIVE ASSISTANT
Classification:	Full-time (40 hours)
Reports to:	Executive Vice President

POSITION SUMMARY:

The Executive Administrative Assistant supporting the Executive Vice President (EVP) is a high-level administrative position that works closely with the EVP to support the execution of the organization's development and operational goals. The position supports the EVP's work with the Senior Management Team, the UJFT Board of Directors and committees. An important responsibility is to ensure that operational information is communicated in a timely, accurate and appropriate manner.

Duties in support of the EVP:

- Provide general administrative support; may include support to other departments and special projects related to meeting development and operational goals.
- Prepare and mail correspondence; statements and acknowledgement letters
- Draft letters, special mailings and invitations for special events or projects
- Maintain UJFT tribute list, condolence list and send appropriate correspondence
- Maintain electronic and hard copy files for correspondence with Board of Directors and committees
- Prepare and distribute minutes, meeting materials and information for Board of Directors and Committee meetings (ie: Finance and Israel & Overseas Committees)
- Responsible for scheduling and coordinating logistics of various UJFT meetings and special events; including set-up, catering, etc.
- Prepare presentation materials for meetings, particularly Israel & Overseas Committee
- Assist EVP with allocations process (local and Israel & Overseas) and the Federation/Synagogue Grants program
- Provide administrative assistance for UJFT Campaign team and other departments, as needed
- Other duties as assigned by the EVP

PREFERRED QUALIFICATIONS:

- Associate's Degree, BA preferred in Business, Public Administration, or other related and appropriate field.
- General research skills including print and internet-based.
- A minimum of 2 years of administrative experience, civic and community engagement, non-profit, public affairs or related fields.

Required Skills, Competencies and Attributes

- Ability to build strong relationships and partnerships in an environment of collaboration, both internally and externally
- Ability to multi-task and prioritize; must be detail oriented and accurate
- Ability to communicate effectively with others, both verbally and in writing

- High level of enthusiasm, creativity, and flexibility
- Knowledge and appreciation of Jewish values and culture
- Excellent interpersonal, research, written, verbal communication and proofreading skills
- Ability to handle extremely confidential and sensitive information
- Ability to make effective use of the software to prepare customized or statistical reports if needed
- Ability to be a team player and willingness to assume additional responsibilities
- Professional demeanor, attitude, judgment, discretion and diplomacy
- Willingness to work evenings, weekends and holidays as required

Technical Skills:

- Proven Proficiency using Windows and MS Office (Word, Excel, PowerPoint).
- Ability to understand and work within structure of customized database and dedicate additional time to become proficient.
- Ability to navigate and conduct research on the Internet and use web-based forms/applications.

Submit cover letter, resume and salary requirement to: resumes@ujft.org

The United Jewish Federation of Tidewater/Simon Family JCC is firmly committed to a policy of equal employment opportunity for all qualified persons without regard to race, color, religion, national origin, age, gender, sexual orientation, genetic information, non-disqualifying disability or military status.