



POSITION TITLE: PROGRAM DEPARTMENT ADMINISTRATIVE ASSOCIATE
CLASSIFICATION: Full-time / Non-exempt
REPORTS TO: Chief Program Officer

POSITION SUMMARY:

The Program Associate is responsible for administrative, event planning and program support for the Programs Department, which includes the Community Relations Council (CRC), Arts + Ideas, Leon Family Art Gallery, Seniors Programs, Jewish Life and Learning, BeAR.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Database maintenance of program information, and mass phone, mailing and emailing functions
- Book, Oversee and/or prepare room set-ups for all meetings; including (catering, as required), all meeting items/packets and publications for distribution at meetings
- Assist Directors in event management for events, activities, programs, coordinating volunteers, recruiting speakers and attendees including making travel arrangements
- Research and facilitate grant-writing
- Collaborate with other staff members and community partners on related projects
- Create and implement social media outreach to the community
- Willingness to work evenings, weekends and holidays as required;
- Other duties as assigned.

REQUIRED QUALIFICATIONS:

- A minimum of 2 years of administrative experience, civic and community engagement, non-profit, public affairs or related fields
- Proven proficiency in the advanced use of MS Office applications including Excel, PowerPoint, Outlook and Publisher.
- Excellent interpersonal, research, written, verbal communication and proofreading skills
- Experience working collaboratively and effectively with diverse volunteers and colleagues
- Familiarity with social media platforms in order to use these tools to disseminate information and messaging
- Ability to multi-task and prioritize; take initiative; must be detail oriented
- Relationship building skills, ability to foster working relationships with multicultural groups and various faith based audiences.

PREFERRED QUALIFICATIONS:

- Associate's Degree in Business, Public Administration, or other related and appropriate field, preferred.
- General research skills including print and internet-based.

**To apply: Please submit resume and cover letter with salary requirements to resumes@ujft.org
EOE**