



JEWISH WOMEN'S FUND OF ATLANTA

POSITION DESCRIPTION

JOB TITLE: Part-Time Administrative Associate of Jewish Women's Fund of Atlanta (JWFA). JWFA is an independent philanthropic organization operating under the nonprofit status of Jewish Federation of Greater Atlanta. The Administrative Associate will be employed by Federation and assigned to JWFA.

OVERVIEW: Jewish Women's Fund of Atlanta (JWFA) promotes social change and creates positive opportunities for Jewish women and girls. This is an hourly, part-time position (approximately 10-14 hours per week during peak season) and pays \$18/hour. The Administrative Associate will be organized, detail-oriented, and responsible for supporting the work of the JWFA team. The ideal candidate will be able to balance multiple projects at once and can prioritize the workload appropriately. The Administrative Associate may occasionally be asked to work on evenings and Sundays, always with advanced notice.

JOB OBJECTIVES: Reporting to the CEO of Jewish Women's Fund of Atlanta, the Administrative Associate provides administrative support to the CEO and JWFA.

PRINCIPLE DUTIES AND RESPONSIBILITIES: Job responsibilities include, but are not limited to:

Office Support:

- Financial management support, including: processing revenue, sending invoices, processing incoming invoices, ensuring thank you letters are sent in a timely manner
- Maintain necessary records and processing paperwork, including: filing, managing records, updating databases, etc.; includes hard copy and electronic records
- Process incoming and outgoing mail; prepare large mailings
- Compile and maintain current information for databases and spreadsheets
- Update and maintain calendars

Meeting and Event Coordination:

- Prepare for meetings and events, including but not limited to: preparing nametags, coordinating materials, arranging room set-up, ordering refreshments, collecting payment for meals, and coordinating with guest speakers
- Coordinate outreach, invitations, reminders, RSVP tracking, and follow-up from both in-person and virtual events and meetings

Donor Development:

- Maintain donor database
- Send birthday cards, condolence cards, etc. to donors
- Respond to donor inquiries via email or phone
- Maintain tribute bank and manage tribute donation program

Other duties as assigned.



JEWISH WOMEN'S FUND OF ATLANTA

QUALIFICATIONS/SKILLS & KNOWLEDGE:

- Knowledge of the Atlanta Jewish community, the not-for-profit sector, gender equity issues, and a commitment to Jewish philanthropy are a plus. Passion for gender equity and/or social change efforts.
- Three years of relevant work experience.
- Excellent written and verbal communication skills. Strong customer service skills.
- Experience with bookkeeping.
- Strong organizational skills and attention to detail.
- Comfort working in a growing organization, including performing a wide variety of functions, multi-tasking, and meeting required deadlines.
- Proficiency in all Microsoft Office Suite of Products, specifically Word, Excel, and Outlook. Must be able to manage spreadsheets and databases. Must be comfortable with Google docs and sheets.
- Familiarity with Constant Contact.
- Self-starter, able to manage multiple projects at once and prioritize among various tasks.
- Ability to work independently and in a team environment.
- A positive attitude. Ability to stay calm under pressure.

PHYSICAL REQUIREMENTS:

- Minimal physical effort required with intermittent standing and walking and prolonged periods of sitting in meetings or at desk working with computer.

Jewish Federation of Greater Atlanta is an equal opportunity employer.

Qualified candidates should send a resume and cover letter to Rachel Wasserman at rwasserman@jwfatlanta.org with subject line "Administrative Associate."