

Job Description

Title: Administrative and Program Support Assistant

Dates: July 1, 2022 – March 1, 2023 (includes 3-4 weeks training pending hire date)

Status: Part-time, temporary (until March 1st 2023) (possible permanent TBD Jan. 2023)

Hours: 20 hours a week while training then moving to 30 hours a week August 1, 2022. Hours in office and remote to be negotiated. Negotiated health insurance subsidy available after waiting period.

Reports to: Executive Director

Rate: \$20-\$24/hour

Job Summary

Reception & Community Service

- Acts as first point of contact between the community and the organization via JCC's main phone line & general email inbox.

General Administrative & Facility

- Maintains general office procedures.
 - Performs a variety of office tasks that include but are not limited to: the routing of incoming mail & payments to bookkeeper & directors, ordering office supplies, maintaining calendars, & bringing mail to post office.

Administrative & Design Support to Executive & Program Directors

- Provides general **administrative & design** assistance on program planning.
 - Creates digital & print artwork for programs via design software (InDesign)
 - Completes design projects: a minimum of two large scale design pieces per year; up to four medium design projects (**brochures, posters**); and a variety of small design projects for **advertising**.
 - Manages the design and layout of the **JCC Website** & all program **websites**.
 - Builds and **manages commerce forms** for public payments.
 - Maintains **registration lists** for programs (Google forms &/or spreadsheets)
 - **Coordination of logistics** for in-person & Zoom programs.
 - Processes **credit cards** for program attendee payments.
 - Aids with **Constant Contact eblasts** for special events and programs.
 - Aids in **entering event registrations** into database.
 - Pulls **reports** from database for **mailings** and fundraising.

Bookkeeping Support

- Routes invoices & statements to bookkeeper's desk.
- Assists in processing for **Accounts Payable & Accounts Receivable**.

Database

- **Management of a fundraising database (Fundly)** which includes:
 - Changes & adds contact info on profiles (address, phone, deceased, etc.).
- **Generates reports and provides meaningful data analytics** as needed.

Qualifications

Exhibits proficiency in:

- **Microsoft programs** (Word, Excel, PowerPoint, Outlook).
- A basic understanding of **website management**.
- Proficiency in **design software** preferably **Adobe Creative Suite** (InDesign, PowerPoint, Photoshop, and Illustrator) strongly preferred.
- Experience with **Google shared drives** (sheets, docs, & forms).

Knowledge of or ability to train on:

- **Database software** (will train on Fundly)
- Email **marketing software** (Constant Contact)

Who you are:

- Passionate about building community and the **JCC's mission**.
- **Community Service Orientated** - able to patiently & compassionately speak to general public of all ages.
- **Tech Savvy** – with skills in database & website management.
- **Artistic** - with ability to create program artwork.
- **Organized** – with ability to run an office procedures smoothly.
- **Collaborative** – with ability to provide program support in a fast-paced environment.

Interested candidates should email a resume and any letters of reference to sbrockman@jccsoco.org and office@jccsoco.org.