



JOB DESCRIPTION

TITLE: Office Administrator

DEPARTMENT: Operations

About JEWISHcolorado: JEWISHcolorado strengthens and connects Jewish community in Colorado, Israel, and around the globe by creating diverse pathways to engage in Judaism. Our passion is Jewish life and values that make individual lives, our communities, and the world a better place.

Position Summary: The Office Administrator sits at the primary reception desk, offering a positive first and last impression for all constituents who interact with JEWISHcolorado either in person, by telephone or by email. He/she provides general office support and facility maintenance with a variety of administrative activities and related tasks across the organization.

Reports to: Senior Director of Operations

Primary Responsibilities:

1. Greets visitors to JEWISHcolorado, determines the nature and purpose of the visit and directs to the appropriate destination. Ensures building security policies are followed while delivering excellent customer service.
2. Answers all incoming calls to switchboard ensuring prompt attention, courteous service and proper dispatch of each call. Provides callers with JEWISHcolorado related information as appropriate.
3. Takes and delivers accurate messages when necessary.
4. Keeps a current record of team members' whereabouts, availability, sick and vacation days.
5. Receives, sorts and distributes incoming mail. Keeps mailing addresses current in the database. Coordinates the pick-up and delivery of express mail services.
6. Responsible for the scheduling and management of JEWISHcolorado conference rooms. Assists with meeting set-up including room layout, A/V equipment and catering needs.
7. Responsible for overall cleanliness and organization of the building including daily walkthroughs.
8. Manages the kitchen including ordering supplies, paper products, snacks and beverages as well as daily upkeep.
9. Oversees organization of the storage room.
10. Monitors the use of all office supplies. Proactively manages the ordering, receiving, stocking and distribution of supplies to ensure there is always sufficient inventory.
11. Posts and manages all job descriptions on appropriate sites for open positions.
12. Manages logistics for monthly professional team meetings, including scheduling, room set-up and food.

13. Manages the program for acknowledging staff birthdays, anniversaries, and other qualifying life cycle events.
14. Creates and distributes JEWISHcolorado holiday calendar.
15. Provides support to Donor Services and Events with basic data entry.
16. Performs other duties as assigned and as directed by the Senior Director of Operations.

Qualifications:

- Demonstrates the JEWISHcolorado core values:
 - Bring your best self to work
 - Positive can-do attitude
 - Effective collaboration
 - A commitment to and responsibility for shared values and building community
 - A strong work ethics and shows a commitment to one's work
- Excellent communication skills in person, on the phone, and in writing
 - Submission of cover letter or writing sample.
- Demonstrated ability to take initiative, work independently, and be detail oriented.
- Discretion handling and communicating sensitive information.
- Ability to multi-task in a fast-paced environment.
- Willingness to work under pressure in a dynamic environment.
- Working knowledge of CRM/general database maintenance.
- Ability to work some nights and weekends that will include standing for long periods of time.
- Experience working with non-profit boards and committees.

Required Education & Experience:

- High school diploma or equivalent required
- Minimum of 3 years administrative and clerical experience required
- Proficiency in Microsoft Office suite required
- Associate degree or professional training preferred

ADDITIONAL INFORMATION

Position Type: Exempt, 37.5-hour per week, in-person 4 days each week.

Benefits: Vacation, sick leave, FSA, HSA, HRA, health, vision, dental, disability, and life insurance; 401(k) match.

Salary: \$45,000

Apply: events@JEWISHcolorado.org

