

Do you know of someone looking for employment within the Jewish community?

## **JOB OPPORTUNITY Administrative Assistant**

The Jewish Federation of Greater Hartford seeks a high-energy individual who enjoys variety and being part of a creative team. The Administrative Assistant will primarily support our fund development department. This is a full time position.

Key qualifications include:

- 2-3 Years Experience preferred (in a non-profit environment)
- Excellent organizational skills and ability to multi-task
- Polished interpersonal, listening and communication skills
- Excellent time-management skills and ability to prioritize
- Excellent proficiency in Word, Excel and Outlook; computer literacy a must
- Strong organizational skills; attention to detail is a must
- Outstanding written skills
- Positive, mature attitude
- Experience with Blackbaud's Raiser's Edge fundraising software strongly preferred
- Coordinate services for all campaign events such as facilities, catering, signage, displays, media, special requirements, printing and event security
- Negotiate and execute contracts/agreements for the events such as the facilities, catering, and other outside vendors
- Prepare an event budget and monitor "actual cost to budget" to ensure cost containment
- Work effectively with the marketing department
- Conduct site visits as necessary for event locations
- Strong task management
- Ability to manage multiple tasks and prioritize among assignments
- Ability to work independently and as an effective team player
- Creative problem solver
- Ability to work effectively under pressure and meet deadlines
- Some nights and weekends involved

Excellent benefits package including life, medical, dental, long-term and short term disability insurance; 403(b) retirement plan

*Send resume with cover letter and salary requirements by mail or email to:*

Administrative Assistant Search  
Jewish Federation of Greater Hartford  
333 Bloomfield Avenue, Suite C  
West Hartford, CT 06117

**No phone calls please**

[jobs@jewishhartford.org](mailto:jobs@jewishhartford.org)

