



## **Communications and Administration Specialist (Full Time)**

The Communications and Administration Specialist is a vital role for the Jewish Federation of San Antonio. The Specialist is the first face of the Federation, manages key external and internal projects that are foundational to the Federation's institutional excellence. As outlined below, the position entails a variety of communication, administrative and resource development responsibilities. The ideal candidate will have a college degree, the ability to multi-task in a fast paced environment, be organized, flexible, friendly and take direction quickly and effectively. As with all positions at the Jewish Federation, this individual must always serve as a positive voice for the work of the Jewish Federation and the programs and agencies for which we provide support. To apply, please send a cover letter and resume to [hr@jfsatx.org](mailto:hr@jfsatx.org).

### **Communications [50%]**

- Mailings – all components
- Large scale printing projects
- Community and internal calendar liaison
- Jewish Journal assistance
- Bereavement communication
- Staff meeting preparations
- Website updates

### **Administration [30%]**

- Phone-voice mail
- Office supplies
- Check requests
- Printer maintenance
- Room reservations and set up
- Board/executive committee support
- Liaison to campus for operations
- Liaison to Neopost

### **Resource Development [20%]**

- Pledges and payments sorting
- Event support
- Database support
- Allocations/grantmaking support

## **About the Jewish Federation of San Antonio**

The Jewish Federation of San Antonio is the central convening, fundraising and community planning organization of the local Jewish community, with an annual campaign of \$1.5 million dollars and total endowment assets under management of \$22 million dollars. JFSA provides funding for several program areas, primarily through three agencies: Barshop Jewish Community Center, Jewish Family Services, Hillel San Antonio and Torah Academy of San Antonio. As well, JFSA provides financial support for Jewish life in Israel and elsewhere in the Diaspora. JFSA is part of the Western Galilee/Central Area Consortium of Partnership 2GETHER, promoting people-to-people relationships through cultural, social, medical, educational and economic programs.