

# **Jewish Federation of Greater Ann Arbor**

## **Office Manager**

### **Opportunity Announcement**

#### Summary

The Jewish Federation of Greater Ann Arbor is seeking a creative, dynamic collaborator to join its energetic team as an Office Manager. This person will provide administrative support for Federation operations including the Annual Community Campaign, Foundation, allocations, events & meetings and the functions of the executive office. This position requires enthusiasm, excellent organizational abilities and computer skills, creativity, good humor and a goal-focused outlook. The ideal candidate will have exceptional interpersonal communication abilities and be able to successfully nurture mutually beneficial relationships.

#### Background

Located in southeast Michigan, Ann Arbor is a vibrant and energetic college town famous for the University of Michigan, its beautiful parks and nature areas and cultural offerings. Ann Arbor boasts a lively downtown, low crime, a healthy economy, regular festivals, and strong schools and neighborhoods. As a result, it is consistently rated highly on lists of small cities and was named by niche.com as the 2017 best city to live in America. The greater Ann Arbor community encompasses Ypsilanti, the vibrant and diverse home of Eastern Michigan University, and several warm and welcoming small towns including Saline, Dexter and Chelsea.

The greater Ann Arbor Jewish community has a population of approximately 8,000 representing approximately 2,500 households. The community is strong and diverse with congregations representing a broad spectrum of Jewish communal life, a warm and educationally exceptional Jewish elementary school, a thriving Jewish Community Center, and a robust and compassionate Jewish Family Services.

The mission of the Jewish Federation of Greater Ann Arbor is to foster Jewish communal life through the spirit of *tzedakah* (righteousness) and *tikkun olam* (social justice). Our mandate is to initiate, coordinate and preserve activities which strengthen Jewish life locally, in Israel and throughout the world.

#### Position Overview

Reporting to the Executive Director, the Office Manager will work closely with and support all team members to ensure efficient administration of Federation operations.

The successful candidate will be a team player with outstanding administrative, organizational and computer abilities, a willingness and ability to learn new technical skills, a strong sense of purpose, initiative, commitment and personal responsibility. This position is a hands-on role which will require confidence, flexibility, good time management, confidentiality, and the ability to be persistent and strategic when juggling multiple tasks.

## Principal Duties and Responsibilities

The Office Manager will support all Federation operations. This person will:

- Serve as the organization's vital administrative linchpin with responsibility for tracking and ordering supplies and equipment, handling technical aspects of new employee on-boarding (e.g. computers, email, calendar, phones), liaising with the IT company for computer support, coordinating the Federation calendar, room reservations, and staff gatherings, preparing board meeting minutes, and reminding staff of upcoming deadlines;
- Assist in planning, organizing, implementing and staffing of events, meetings and/or special projects. This will include coordinating and liaising with caterers and venue staff, arranging event logistics, accepting and tracking RSVPs, and preparing invitations, event mailings, and registration packets;
- Manage the Federation database including accurately entering and maintaining data, preparing reports, utilizing the database for event registrations – including integration with and set up of on-line forms - community communications and in support of campaign operations;
- Coordinate logistics for direct mail campaigns and other publications such as the Main Event Program Book and the Community Impact Report and maintain the e-communications calendar;
- Maintain the Federation website including updating site information and coordinating the community calendar;
- Track costs and maintain budgets for programs and events;
- Provide administrative support to the Executive Director;
- Promote the mission of Federation at all times through superior customer service to all and through the efficient use of and care for all resources; and
- Attend weekly staff meetings, community events as needed, and professional development seminars and conferences as needed.

## Competencies and Skills

- Bachelor's Degree;
- Minimum three to five years of administrative support experience
- Excellent written and verbal communication and interpersonal skills
- Strong computer skills including experience with spreadsheets and databases
- Eagerness and ability to learn new computer platforms and other skills
- Self-starter, creative thinker and team player with the ability to handle multiple tasks in a fast-paced environment
- Meticulous attention to detail and follow-up and excellent problem-solving skills
- Facility with HTML or updating websites desired
- Experience with Publisher, Canva or other design software desired
- Involvement in and/or knowledge of the Jewish community desired

Please submit cover letter and resume to Eileen Freed, [eileenfreed@jewishannarbor.org](mailto:eileenfreed@jewishannarbor.org).