



MILWAUKEE
JEWISH FEDERATION

JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT

Department: Impact Team

Reports to: Chief Impact Officer

FLSA Status: Non-exempt

Work Status: Full Time

Summary/Objective

This position provides administrative and project support for the Milwaukee Jewish Federation's Impact Team, which includes three departments: Marketing and Communications, Community Planning and Allocations, and the Wisconsin Jewish Chronicle. The administrative assistant is also responsible for providing executive assistance to the Chief Impact Officer.

Essential Functions

Marketing and Communications (55%)

- Provides administrative and project support for a variety of marketing programs.
- Assists with digital content management; may include writing and editing content, creating simple graphics, posting content in digital media including social platforms and websites.
- Proofreads print and digital marketing materials.
- Assists with event planning and execution.
- Maintains a digital asset storage system.
- Supports email campaigns: creates, sends and monitors email campaigns; maintains assets and mailing lists.
- Supports payment and event registration platforms: creates forms, resolves customer problems, tracks registrations.
- Orders and maintains promotional materials.

Community Planning and Allocations (20%)

- Coordinates meetings: schedules meetings, prepares attendance roster, sends meeting notices, makes room reservations, orders lunches, creates agendas, takes minutes, prepares and distributes materials before and after meetings.
- Coordinates the administrative aspects of the annual planning and allocations process including:
 - Maintaining up-to-date committee rosters.
 - Maintaining annual timeline of activities and deliverables.
 - Managing the timely receipt of documents from agencies.
 - Keeping files of past email and letter correspondence to be used as templates.

- Maintaining records of systems and processes to ensure easy transference of information.
- Managing compliance with the Principles of Affiliation: disseminating requirements and deadlines; collecting, sharing and storing documents; determining when agencies are out of compliance.
- Communicates with agency directors, presidents and planning volunteers.
- Assists with research as requested.
- Assists with the development of PowerPoint presentations.
- Provides CRM expertise for the department.
- Proofs and improves the quality of documents used within the Impact Team.

Wisconsin Jewish Chronicle (20%)

- Coordinates subscriptions and circulation: creates monthly mailing labels, handles requests for subscriptions, addresses circulation issues, works to ensure accuracy of subscribers in CRM.
- Coordinates the annual WJC Friends campaign: enters donations into CRM, tracks results, sends thank you cards.
- Coordinates the Guide to Jewish Wisconsin: contacts current entities to verify accuracy or identify changes, updates listings, collaborates with graphic designer, proofreads.
- Assists with managing content on the WJC website and social media platforms.
- Writes routine portions of the Chronicle such as “Coming Events.”

Executive Assistance (5%)

- Manages calendar and meetings.
- Facilitates incoming and outgoing communications, handles basic correspondence and departmental communication.
- Creates and maintains systems of organization for general work product and for collateral samples.
- Codes invoices.
- Prepares expense reports.
- Answers phones for supervisor; takes messages or fields/answers questions.

Additional Functions

- Occasionally provides administrative support to other departments.
- Periodically fills in at reception desk.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required Education/Credentials/Experience

- Bachelor’s degree preferred

- Three years of marketing or administrative assistant experience.
- Superior writing and proofreading skills, excellent oral communication skills.
- Ability to meet tight deadlines, set priorities, give attention to detail and revise content based on feedback from others.
- Ability to work effectively in a team as well as independently.
- Ability to work occasionally on evenings and weekends.
- Focus on customer service and problem solving.
- Valid driver's license, reliable transportation, acceptable driving record.

Required Technology Skills

- Highly proficient with Office 365 (especially Outlook, Word, Excel, and PowerPoint)
- Experienced with database management, email platforms (such as Constant Contact), mobile payment platforms (such as Mobile Cause), and project management software (such as Basecamp), graphic design software (such as Adobe Creative Suite), and video editing software.
- Highly comfortable with technology, willing and able to learn new programs including the MJF database.
- Photography and videography skills highly desired.

Supervisory Responsibility

This position has no supervisory responsibility.

Work Environment

This job is currently a hybrid position with three days working from the office and two days working from home. This will likely change over time. The office is a professional work environment with pleasant working conditions, good lighting, ventilation, reasonable quietness, and reasonably regular work hours. This role frequently uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

This is largely a sedentary role; however occasional filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary. On rare occasions it may be necessary to lift and/or move up to 15-20 pounds, usually waist high. There will be frequent computer usage which will require arm and hand dexterity as well as all vision abilities to be successful. Picking up or dropping off materials at businesses or residences will be required on occasion.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required to perform the job. Duties, responsibilities and activities may change at any time with or without notice.