



JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT

Department: Community Security & Facility
Operations

Reports to: VP, Community Security &
Facility Operations

FLSA Status: Exempt

Work Status: Full time

Starting Salary: \$45,000-55,000 annually, commensurate with experience

About the Milwaukee Jewish Federation

Through the development of community-wide financial support, planning and allocations, the mission of the Milwaukee Jewish Federation is to ensure the continuity of the Jewish people, to enhance the quality of Jewish life and to build a strong unified Jewish community in Milwaukee, in Israel and throughout the world. Learn more at MilwaukeeJewish.org.

Position Summary

The Milwaukee Jewish Federation has an opportunity for an Administrative Assistant to support our dynamic community security & facilities programs. This position will play a key role in helping Jewish organizations across the state apply for security grants, facilitates effective stakeholder communications, and supports the boards and committees that oversee the management of our community properties. This role blends a high level of professionalism and customer service with superior administrative, organizational and project management skills.

Essential Functions

- Provides administrative support for the VP of Security and Facility Operations, including screening calls and taking messages, triaging emails, maintaining contact information, drafting communications, and scheduling meetings.
- Acts as primary point of contact for organizations seeking or receiving national security grants, tracking and updating status of grant applications and submissions and responding to inquiries.
- Manages collection and payment of invoices for security services provided to partner agencies and grantees.
- Assists with planning and managing RFP processes and other facilities- and security-related projects.
- Facilitates effective committee meetings, including scheduling, preparing and distributing materials, taking minutes, and managing document filings in accordance with non-profit governance guidelines.

Additional Responsibilities

- Coordinates with Human Resources to facilitate staff onboarding and offboarding.
- Tracks staff training and certifications.
- Collaborates with other administrative staff to develop and execute administrative support process improvements across the organization.
- Performs other duties as assigned.

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

Required Education/Experience/Skills

- Minimum of two years of experience with responsibility for essential functions as defined. Experience in a property management or security operations environment a plus.
- Extremely detail-oriented, organized, and effective time manager.
- Demonstrated ability to manage multiple projects under strict deadlines in a fast-paced environment.
- Familiarity with government grant application process a plus.
- Excellent communication skills, with ability to communicate and collaborate cross-functionally.
- Exceptional customer service, with a positive attitude that inspires confidence.
- Strong writing and proofreading skills.
- Highly proficient with Microsoft 365 (Outlook, Word, Excel, PowerPoint, SharePoint, Teams).
- Familiarity with non-profit board governance a plus.

Supervisory Responsibility

This position has no supervisory responsibility.

Hours and Benefits

This is a full-time position, requiring a minimum of 38 hours per week. Typical office hours are Monday-Thursday, 8 am-5 pm, and Friday, 8 am-3 pm. This work is majority in-person, with remote option available 1-2 days per week. Occasional evening and weekend hours will be required.

This position is eligible for a minimum of 10 vacation days and 7 personal days annually. In addition, MJF observes 7 federal holidays as well as Jewish holidays that prohibit work, typically adding between 11 -17 additional paid days off annually depending on the Hebrew calendar. Other benefits include medical, dental and vision insurance, employee assistance program, paid parental leave, health savings and flexible spending accounts, short- and long-term disability, life insurance, and 401K plan.

Work Environment and Physical Demands

This position operates in a professional office environment with pleasant working conditions, good lighting, ventilation, and moderate noise level.

This role routinely uses standard office equipment. There will be frequent computer usage which will require arm and hand dexterity as well as all vision abilities to be successful. This is primarily a sedentary role, however occasional filing and transport of meeting materials will be required. will be required. This would require the ability to lift and/or move up to 15-20 pounds, usually waist high.

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.

Equal Employment Opportunity

The Milwaukee Jewish Federation provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws.

To apply, send a cover letter and resume to HR@MilwaukeeJewish.org.