

Schnitzer Family Campus

Mittleman Jewish Community Center + Portland Jewish Academy

JOB ANNOUNCEMENT: Executive Assistant

OPENING DATE: October 16, 2020

CLOSING DATE: Open Until Filled- Apply Now for Immediate Consideration

SALARY: \$18-22/hr, DOE

STATUS: Full-time Regular, Non-Exempt

POSITION SUMMARY: As an Executive Assistant, you'll support the Executive Director, and occasionally other departments, with business duties. This position is part of the "shared staff," meaning that you, while formally employed by Portland Jewish Academy, also serve business needs of the Mittleman Jewish Community Center. Your responsibilities will include organizing the Executive Director's calendar, scheduling meetings, organizing mailings, preparing board information packets, attending board meetings and taking minutes, and sending out summaries with action items to follow up on. Must be flexible and able to manage projects, as well as maintain confidentiality and a high level of service. Technical skills are required, including facility with spreadsheets and databases, experience with Microsoft Office and Google Suite, familiarity with Zoom, and willingness to learn these programs and other programs at a high level of aptitude. Growth in this role looks like taking on additional duties and growing responsibilities. Organization and flexibility are key!

ESSENTIAL RESPONSIBILITIES AND DUTIES:

- Act as the point of contact between the manager and internal/external clients;
- Screen and direct phone calls and distribute correspondence;
- Screen incoming calls, mail and visitors in a professional, business-like manner; provides information regarding established departmental services or processes within scope of authority; and independently responds to general inquiries, concerns and complaints regarding services or programs or refers to other appropriate individuals;
- Perform multiple complex and responsible administrative and secretarial support duties simultaneously with constantly changing priorities and deadlines;
- Manage daily calendar and schedule meetings and appointments;
- Create and maintain office filing system;
- Work proactively to anticipate professional responsibilities of the Executive Director and to independently determine how to meet those professional responsibilities;
- Recommend alternatives to office systems to improve processes and results; and
- Attend staff, department, board and committee meetings as required.

QUALIFICATIONS: Candidates may bring any combination of experience and training that demonstrates the ability to perform the duties of the position. This would typically include:

- 5 or more years of administrative office experience;
- Excellent written and oral communications skills;
- Ability to work collaboratively with other staff;

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- Ability to follow school policies and procedures;
- Ability to handle requests and queries appropriately
- Ability to maintain appropriate work habits including regular and punctual attendance and maintain a flexible schedule, including at least one monthly evening meeting;
- Appropriate use of conference and planning time;
- Ability to effectively deliver support and scheduling in an online environment using tools such as Microsoft Office, Zoom and Google Suite;
- Ability to support Development and MJCC Membership Department efforts using database tools such as Raiser's Edge and CSI, or a willingness to learn these and other programs.

PHYSICAL REQUIREMENTS OF THE POSITION: Duties are primarily performed in an office environment. This position requires visual and auditory acuity within normal limits, and requires the ability to use a computer keyboard for extended periods. Clear verbal communication ability is required.

As a Shared Services employee, you will be part of the generous PJA benefit package. PJA contributes all or most of your medical insurance premiums at the individual level, depending on which plan you choose. Voluntary plans include Dental, LTD, Life Insurance and AFLAC products. Coverage begins the 1st of the month following your start date. In addition, as a FT employee, you will receive a free membership to the MJCC. Our time off plan includes up to 12 Jewish Holidays per year, 9 holidays, 12 vacation days, 3 PTO days and accrual of 1 sick day per month.

Interviews begin soon, apply today!

TO APPLY: Apply online at our website: www.pjaproud.org (select "About Us," then select "Employment"). A completed online application is required; uploading a resume is optional and does not replace the application form. Portland Jewish Academy is an Equal Opportunity Employer, a hard copy application may also be obtained at Portland Jewish Academy, 6651 SW Capitol Hwy, Portland, OR 97219