



## Our Vision

*Minneapolis Jewish Federation envisions a Jewish community that is empowered, engaged, and inspired to realize its full potential*

## Position Overview

The Minneapolis Jewish Federation seeks an Executive Assistant to support the CEO and other C-Level staff. The ideal individual will have the ability to exercise good judgment in a diversity of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities.

## Position Identification

**TITLE:** Executive Assistant

**FUNCTIONAL AREA:** Executive Suite

**REPORTS TO:** Chief Executive Officer

**STATUS:** FT, Exempt

**SALARY RANGE:** \$60,000 to \$65,000 commensurate with experience

## Position Requirements

**EDUCATION:** Bachelor's Degree in Business Administration or related field preferred

**EXPERIENCE:**

- 1-2 years' experience of related experience in working in an executive assistant role supporting C-Level executives.
- Experience in Nonprofit a plus.
- Excellent interpersonal and communications skills.
- Meticulous attention to detail and follow-up.
- Self-starter with demonstrated ability to set goals, tasks and timetables and manage workflow.
- Ability to build strong collaborative sense of team, both internally and externally.
- Commitment to the mission of the Minneapolis Jewish Federations.
- Salesforce experience a plus.

**SCHEDULE FLEXIBILITY:** Flexible hours as dictated by the needs of business for meetings and projects.



## SKILLS:

- Excellent communicator - able to interact with people of all levels in a confident, professional manner.
- Demonstrate ability and temperament to work with sensitive information.
- Team player - have team-oriented experience and approach.
- Service focus - dedicated to meeting the expectations of the CEO and other senior executives by maintaining effective relationships with interested parties.
- Ability to think outside of the box with a sense of urgency.
- Business sense - has a strong business sense and can decipher priorities and make sound judgment calls when needed.
- Commitment to excellence - perform duties at the highest level possible on a consistent basis.

## Key Areas of Responsibility

- Use discretion, confidentiality, and good judgment to handle C-Level matters.
- Sustain a daily calendar of meetings and events.
- Organize complex calendars and schedules; resolving any scheduling issues
- Prepare Word, Excel, PowerPoint presentations, agendas, reports, special projects and other documents in support of objectives for the organization.
- Arrange travel and accommodation for executives. Prepare expense reports.
- Screen incoming telephone calls; take and deliver accurate messages; respond to requests by gathering and providing information and referring non-routine calls to the appropriate staff.
- Excellent communication and time management skills; proven ability to meet deadlines.
- Draft and prepare correspondence for internal announcements, board meetings, and organizations that the executive is involved with
- Manage the Executive's contacts
- Be responsive to emails/texts/phone calls, with contact outside normal business hours
- Welcome the Executive's guests by greeting them, in person or on the phone; answering or directing inquiries.
- Represent the company and the Executive in a positive light through great follow-through skills and sound judgment.



- Conserve the Executive's time by reading, researching, collecting and analyzing information as needed, in advance.

### **Organizational Responsibilities**

- Uphold and exemplify the Jewish Federations' missions/visions
- Exemplify customer service both internally and externally
- Attend Federation events as position requires
- Attend regularly scheduled staff meetings as schedule permits
- Other duties as deemed necessary to achieve organization/team goals