Our Vision

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

Position Overview

Minneapolis Jewish Federation seeks a highly organized, proactive, and detail-oriented Executive Assistant to support the Chief Executive Officer (CEO) and Chief Operating Officer (COO). This position plays a critical role in supporting the organization's executive leadership, Board of Directors, and committees while helping ensure the efficient operation of the Executive Suite.

The ideal candidate demonstrates sound judgment, discretion, excellent written and verbal communication skills, and the ability to manage multiple priorities in a fast-paced environment. This individual must be comfortable handling confidential information, anticipating needs, resolving scheduling challenges, and coordinating competing demands with professionalism and diplomacy.

The Executive Assistant will serve as a trusted administrative partner to executive leadership, helping maximize efficiency, maintain effective communication, and ensure that meetings, projects, and organizational priorities are managed effectively.

Key Responsibilities

Executive and Administrative Support

Provide comprehensive administrative support to the CEO and COO, including managing calendars, coordinating meetings, and organizing appointments and events.

- Manage complex schedules, identify and resolve conflicts, and help prioritize competing requests in coordination with executive leadership.
- Anticipate executive needs and proactively prepare materials, gather information, and coordinate logistics to ensure leaders are well prepared for meetings and engagements.
- Prepare, edit, and format correspondence, reports, presentations, agendas, and other documents using Microsoft Word, Excel, PowerPoint, and other organizational platforms.
- Coordinate travel arrangements and accommodations, prepare expense reports, and assist with related administrative needs.

- Manage executive contacts, screen incoming calls, respond to routine inquiries, relay messages accurately, and direct requests to the appropriate staff members.

- Draft and coordinate correspondence, internal announcements, and communications related to executive activities, Board meetings, and external organizational engagements.

- Maintain timely and professional communication with executives, colleagues, community members, and other stakeholders.

Board Governance and Committee Support

- Coordinate Board of Directors and committee meetings, including scheduling, preparing agendas and meeting packets, distributing materials, and managing meeting logistics.
- Record meeting minutes and maintain accurate records of meetings, decisions, and follow-up items.
- Coordinate meeting spaces, technology, and other logistical arrangements to support effective meetings.
- Track action items and follow up with appropriate individuals to support timely completion of assignments and organizational commitments.
- Assist with Board-related communications and other governance activities as needed.

Communication and Relationship Management

- Serve as a professional and welcoming point of contact for executive leadership, greeting guests, responding to inquiries, and directing visitors appropriately.
- Build and maintain positive working relationships with staff, Board members, community partners, and other stakeholders.
- Exercise discretion and sound judgment when handling sensitive information, confidential communications, and executive matters.
- Represent the CEO, COO, and Minneapolis Jewish Federation with professionalism, responsiveness, and a strong commitment to service.

Organization and Project Coordination

- Manage multiple assignments, deadlines, and administrative priorities while maintaining accuracy and attention to detail.
- Organize information, conduct research, gather relevant materials, and prepare briefings or supporting documents as needed.
- Assist with special projects and organizational initiatives that support executive and Federation priorities.

- Adapt to changing needs, identify opportunities to improve administrative processes, and respond to time-sensitive requests with a sense of urgency.
- Provide administrative and logistical support for Federation events and other organizational activities as needed.

Qualifications and Skills

Required Qualifications

- Three plus years of relevant experience in an executive assistant or administrative support role, preferably supporting senior-level executives.
- Excellent written and verbal communication skills, including the ability to communicate clearly and professionally with individuals at all levels of an organization.
- Strong organizational skills and meticulous attention to detail, accuracy, and follow-through.
- Demonstrated ability to manage multiple priorities, coordinate complex schedules, meet deadlines, and adapt to changing circumstances.
- Sound judgment and the ability to handle confidential and sensitive information with discretion.
- A proactive, resourceful approach to problem-solving, with the ability to anticipate needs and work independently.
- Strong interpersonal skills and the ability to build collaborative relationships with internal and external stakeholders.
- Proficiency in Microsoft Office applications, particularly Word, Excel, and PowerPoint, and the ability to learn and adapt to the organization's technology platforms.
- A commitment to excellent internal and external customer service.
- A demonstrated commitment to the mission and vision of Minneapolis Jewish Federation.
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Preferred Qualifications

- Bachelor's degree in business administration or a related field.
- Experience working in a nonprofit organization.
- Familiarity with Salesforce and expense reporting.
- Experience coordinating Board and committee meetings, preparing meeting materials, and recording minutes.

Work Schedule and Flexibility

This is a full-time position that requires flexibility to accommodate executive schedules, meetings, projects, and Federation events. Occasional evening meetings and activities outside regular business hours may be required. (at least one evening meeting per month)

The Executive Assistant must be responsive to time-sensitive executive needs and communicate proactively regarding scheduling and availability.

Additional Position Requirements

- Occasional light lifting and physical tasks may be required, including setting up meeting spaces, moving supplies, and assisting with event preparation.
- Occasional off-site errands may be necessary.
- Attendance at Federation events and regularly scheduled staff meetings is expected as required by the position.
- Other duties may be assigned as needed to support organizational and team goals.

Organizational Expectations

- Uphold and exemplify the mission and vision of Minneapolis Jewish Federation.
- Demonstrate professionalism, accountability, discretion, and sound judgment.
- Provide excellent service to colleagues, community members, Board members, and external partners.
- Contribute to a collaborative, respectful, and solutions-oriented work environment.
- Demonstrate reliability, initiative, adaptability, and a commitment to supporting the organization's goals.

Compensation and Benefits

The anticipated salary range for this position is $60,000–$67,000, commensurate with experience. Eligible for full benefit package including 403b match.

How to Apply

Interested candidates should submit a résumé and cover letter to: **Lisa Michalik,** HR Manager at lmichalik@jewishminneapolis.org

We welcome candidates who are organized, collaborative, service-oriented, and committed to supporting the mission and vision of Minneapolis Jewish Federation.