



**JEWISH FAMILY &  
COMMUNITY SERVICES**  
EAST BAY

Position Announcement

## **Operations Administrative Assistant**

**JOB TITLE:** Operations Administrative Assistant

**DEPARTMENT:** Finance and Administration / Development

**REPORTS TO:** Chief Operating Officer

**LOCATION:** Concord / Berkeley / Hybrid

**EMPLOYMENT TYPE:** Full time (37.5 hours per week), non-exempt

### **OUR AGENCY**

Guided by Jewish values and in collaboration with the diverse communities we serve, JFCS East Bay contributes to the resilience of communities, families, and individuals through advocacy and comprehensive support services at every stage of life. JFCS East Bay is an innovative, multicultural human service agency that has served individuals and families throughout Alameda and Contra Costa counties since 1877.

The agency's current programs include resettling refugees, providing mental health services to children and families, offering immigration legal services, and supporting seniors and Holocaust survivors. Our staff of 70 employees is characterized by its dedication, teamwork, warmth, and humor. Agency offices are located in downtown Berkeley (five blocks from BART) and Concord (five blocks from BART).

*JFCS East Bay actively seeks to hire qualified professionals who reflect the cultural and linguistic diversity of the East Bay and of our clients. We are committed to creating a community where staff and clients from all backgrounds feel safe, welcome, and included. We are looking for equity-minded applicants who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. We hope to expand our diversity in the belief that clients heal best when staff represent the communities they serve and are guided by values of social justice.*

### **JOB SUMMARY**

Reporting to the Chief Operating Officer, the Operations Administrative Assistant will support two main functions of the organization: Operations and Development. This role will serve as the main administrative support for those two functions and help coordinate data, systems, and reporting while also communicating with other departments, staff, and external partners. For this role, we want someone who is accurate, smart, flexible, and able to communicate well with everyone. You must be good with Excel, databases, and technology in general. This is a full-time position that can be based at either our Concord or Berkeley office site. This position will have the flexibility to have a hybrid schedule with a home base in an office and time working remotely.

### **DUTIES & ESSENTIAL JOB FUNCTIONS**

- Development and fundraising
  - Grant and contract maintenance
  - Reporting and tracking on funding sources such as non-major gift acknowledgement and in-kind donation data entry
  - Coordinate and assist with donations data entry and acknowledgment to donors
  - Supporting management with special projects

- Assist with fundraising appeal projects
- Assist with development & fundraising events
- Operations
  - Database and systems implementation and maintenance
  - Generate and format reports for internal and external audiences
  - Researching and compiling information for organization and program operations
  - Coordinating activities between departments and external partners
  - Special project management
  - Variety of administrative and clerical support to executives and directors

## **QUALIFICATIONS**

- Strong computer skills, with expertise in Microsoft Excel and Word.
- Knowledge of database applications preferred.
- Demonstrate cultural competence for working with people of various nationalities, ethnicities, and religious affiliations, and the ability to translate that competence into vibrant, respectful HR policies and practices.
- Demonstrate superior communication and interpersonal skills while ensuring confidentiality.
- Deliver work of excellent quality, infused with expertise and wisdom.
- Demonstrate passion for JFCS East Bay's mission and strong alignment with JFCS East Bay's core values.

## **PHYSICAL REQUIREMENTS**

- Ability to communicate via phone and email.
- Ability to sit or stand and work at a computer for extended periods of time.
- Ability to lift and carry up to 25 pounds.
- May be required to ascend/descend stairs.
- Occasional reaching and/or grasping using hands and/or arms.
- Ability to drive to alternate work locations.

## **COVID-19 REQUIREMENTS**

All employees must show proof of vaccination against COVID-19 and follow JFCS East Bay COVID-19 policies. Reasonable accommodations may be made for individuals with medical or religious reasons where they do not cause undue hardship or pose a direct threat to the health and safety of others.

## **COMPENSATION AND BENEFITS**

Salary range is \$25.60/hr to \$30.75/hr (approximately \$50,000 to \$60,000 annually). Generous benefit package includes: Medical, Dental, Vision, Life Insurance, FSA/HSA, 401(k) with agency match (after 1 year), 28 paid days off, great colleagues, and a friendly, respectful work environment.

## **TO APPLY**

Please submit a thoughtful cover letter and resume to [currentjobs@jfcs-eastbay.org](mailto:currentjobs@jfcs-eastbay.org). Please include your name, the title of the position, and "OPSADM" in the subject line. Position open until filled.

*JFCS East Bay is an Equal Opportunity employer that highly values diversity and does not discriminate on the basis of age (40 or older), ancestry, color, religious creed (including religious dress and grooming practices), denial of family and medical care leave, disability (mental and physical, including HIV and AIDS), marital status, medical condition (cancer and genetic characteristics), genetic information, military and veteran status, national origin (including language use restrictions), race, sex (including pregnancy, child birth, breastfeeding, and medical*

*conditions related to pregnancy, child birth or breastfeeding), gender, gender identity and gender expression, sexual orientation, or any other protected status in accordance with all applicable federal, state, and local laws.*