



POSITION OVERVIEW

This nonexempt full-time in-office position provides front-desk coverage along with client service and administrative support to ensure a welcoming, efficient, and well-organized office. This role in a dynamic mission-driven nonprofit organization supports day-to-day office operations, scheduling and calendar coordination, meeting and event logistics, basic accounting and gift-administration tasks, and recordkeeping in the Foundation's database and filing systems. The Front Office Coordinator reports to the President/CEO and CFO.

SPECIFIC RESPONSIBILITIES

Front Desk and Office Operations

- Answer and route calls on the main phone line; assist callers as appropriate.
- Greet visitors and help maintain a professional, welcoming office environment.
- Manage office supplies and place orders as needed.
- Coordinate office maintenance requests, service calls, and vendor communications.
- Manage conference room reservations and help coordinate room setup.
- Receive, sort, and distribute mail.
- Complete routine office errands as needed.

Scheduling and Calendar Support

- Manage the office calendar to avoid conflicting meetings and streamline internal schedules.
- Monitor the community calendar and add Foundation-related dates to prevent scheduling conflicts with other organizations.
- Schedule individual, committee, and other Foundation meetings; send invitations and confirmations.

Basic Accounting and Gift Administration

- Prepare bank deposits as assigned.
- Collect, organize, and code credit card receipts for budgeting purposes; assist with credit card statement reconciliation.
- Support gift acknowledgement correspondence and related administrative tracking.

Fund/Account Administration and Database Support

- Create and update file folders for new and existing funds; maintain orderly digital and paper files.
- Upload fund agreements and other documents into the Foundation database.
- Send annual grant-request reminders to B'nai Tzedek fund holders via email and mail, as directed.

Meetings and Events

- Schedule and host Zoom meetings; support in-person meeting set-up as needed.
- Coordinate staff meetings and take meeting minutes.
- Assist with event planning, logistics, set-up, and breakdown.

Other Duties

- Perform other duties as assigned.



PROFILE OF THE IDEAL CANDIDATE

- High school diploma or equivalent required; Bachelors/associate degree or additional coursework preferred.
- Two or more years of experience in an administrative, receptionist, or office coordination role preferred, ideally within a nonprofit, financial services, or professional office environment.
- Strong written and verbal communication, as well as customer service skills with a professional phone and in-person manner.
- Proficiency with Microsoft 365 (Outlook, Word, Excel) and video conferencing tools (e.g., Zoom).
- Excellent organizational skills, attention to detail, and ability to manage multiple priorities.
- Ability to handle sensitive information with discretion and maintain confidentiality.
- Comfort working with basic accounting processes (receipts, coding, deposits) and data entry in a database/CRM.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- Primarily office-based with regular computer and phone use.
- Occasional lifting/moving of supplies and event materials (up to approximately 25 pounds).
- Occasional early morning, evening, or weekend hours may be required for events.

COMPENSATION AND BENEFITS

Salary commensurate with experience and qualifications.

The Foundation offers a comprehensive benefits package including medical, dental, vision, 401(k), life insurance, long-term and short-term disability, and generous vacation, sick leave and holidays.

TO APPLY

Email cover letter and resume to awells@jcfkc.org.