



Official Job Title: Administrative Coordinator
Supervisor: Director, Operations
Position Status: Part-time, 25 hours/week, non-exempt
Hourly rate: \$21-23/hour, DOE

Our Organization:

Hillel Foundation for Jewish Life at the University of Washington is a well-established and respected independent non-profit organization in the Seattle Jewish community and has taken on the broad mission of building a pluralistic Jewish community of 18-35 year olds that utilizes innovative and growth-oriented experiences to create a bridge to the larger Jewish and general communities. The position of Administrative Coordinator is fundamental to the organization in providing a welcoming atmosphere to our clients and visitors; providing clear and accurate information to our constituents and the public; and helping to make administrative operations run smoothly.

Nature of Responsibilities:

The Administrative Coordinator provides support to the Leadership Team (Executive Director, Rabbi/Senior Jewish Educator, Director of Advancement and Director of Operations.) This position reports to the Director of Operations. **Hours may include occasional weekend and evening times.** You will coordinate and maintain an efficient office operation and perform responsible administrative duties of a complex and confidential nature in support of Jewish Life at Hillel UW. The administrative coordinator is aware of what is happening in the building at all times. Responsibilities fall into five major categories:

Administration

- Provide a professional and welcoming environment for core constituents, (students and Jconnectors) guests and staff
- Daily building opening routine: Alarm, lights, voice mail, email, front desk, etc.
- HEaRT (Hillel Engagement and Relationship Tracking) data entry and reporting
- Maintain voicemail system, greetings and messages; create signage for main door and bulletin boards
- Manage telephone and email inquiries and notifications
- Process incoming and outgoing USPS mail
- Prepare meeting materials, reports, and handouts as requested by leadership team
- Provide special project support as requested

Facilities

- Manage building access and parking needs
- Schedule, coordinate and oversee all facility rentals
- Maintain audio-visual technology to ensure trouble-free operations
- Populate and coordinate organization-wide calendar

- Oversee logistics of major organization-wide events, including High Holidays, Passover and annual fundraising event
- Coordinate set up and break down of all events in the building
- Purchase supplies for office and café as needed

Supervision

- Interview and hire 4-8 student reception and maintenance workers
- Schedule and supervise student staff to meet organizational needs
- Establish, maintain, and update routines, work plans and task lists for student staff

Board of Directors

- Coordinate and share Board communication in advance of meetings
- Manage Board Manual including updates, roster and portal
- Responsible for Board Meeting Minutes

Berol Shindell Scholarship

- Coordinate process from start to finish –annual application update; advertising; communication with applicants; scheduling interviews; and working with DOO to finalize and process awards

Qualifications:

- Bachelor degree preferred, HS degree required
- Excellent communication skills, written and spoken
- Database management experience
- Skilled in time management and task prioritization
- Proficiency with MS Office productivity tools
- Extremely organized, with attention to detail
- Outgoing, courteous, and welcoming
- Interest in becoming familiar with Jewish calendar, holidays, traditions, and rituals

Please send cover letter and resume to Jonathan Greene (jonathan@hilleluw.org)
Position to start August 2021.