



## **JEWISH SOCIAL SERVICES OF MADISON – OFFICE MANAGER JOB DESCRIPTION (1 FTE)**

Jewish Social Services seeks a new Office Manager to support our growing organization. Ideal candidates will be highly organized, technologically savvy, passionate about details, excited to support the work, and thrive on making things run well.

### **Who We Are**

Jewish Social Services is a 40+year-old organization, comprised of people committed to improving the lives of individuals and families of all religions and nationalities. We meet people where they are. Our programs are designed to help people manage mental health and physical health; to care for and connect seniors to needed services and programs; to give spiritual support; to provide emergency financial assistance to empower them with self-sufficiency; and to welcome and help resettle and provide legal assistance to refugees from around the world.

### **Responsibilities**

As Office Manager, you will report to the Executive Director and you will be the first point of contact for many of our clients as well as the public. Your job will be to ensure our administrative systems and logistics run smoothly and efficiently. Specific responsibilities include:

- Assisting the Executive Director and Associate Director with the operations of our fast-paced office, including communications with donors, board members and staff, and providing clerical support to the Executive Director and Development Associate.
- Preparing and processing invoices, paying bills, reconciling credit cards, and other financial management tasks.
- Updating web content and executing bi-monthly electronic newsletter to community.
- Create and own monthly social calendar/posting across social media.
- Learn basic functions of JSS databases and act as administrator.

- Seamlessly onboarding new employees by managing paperwork and anticipating questions.
- Ordering and stocking office supplies, assisting with upkeep of our office and equipment, and owning the logistics for all team meetings and events.
- Answering phones and greeting clients and visitors to the office.
- Taking on ad hoc special projects, such as organizing our annual meeting or administering an annual client survey, as needed.

## **Qualifications**

The ideal candidate:

- Thrives in a fast-paced office environment and can manage a high volume of work efficiently without sacrificing quality.
- Is known for being highly organized, with strong attention to detail.
- Has a sense of urgency; even if a task is routine, it often must be done promptly.
- Has excellent problem-solving skills and a strong sense of ownership over tasks, including follow-through, and is willing to do what it takes to get the job done.
- Is relentlessly positive and flexible.
- Is proficient in Office 365 (bonus points for loving Excel).
- Is capable in WordPress and social media.

You'll also need to fit well with our culture, bringing a strong commitment to excellence, an ability to work quickly but carefully, and a cutting-edge sense of humor!

## **What Else You Should Know?**

Jewish Social Services is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, religion, color, sex, gender identity, sexual orientation, age, physical or mental disability, national origin, veteran status, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. The position is in-person, 30-40 hours per week, and is based in Madison, WI.

**Compensation is \$37,000-\$48,000 for full-time** depending on experience. Generous benefits include medical, dental, short-term and long-term disability, life insurance, flex spending, 403(b) with 5% agency contribution (after 1 year), vacation and sick days, and 13-19 holidays.

### **What Now?**

If this seems like you, please send a resume and a cover letter describing why you think you'd be great at this job to [hr@jssmadison.org](mailto:hr@jssmadison.org).

We're interviewing candidates on a rolling basis, so if you're interested, we encourage you to apply as soon as possible.

Jewish Social Services of Madison – 6434 Enterprise Lane, Madison, WI 53719

[www.jssmadison.org](http://www.jssmadison.org)

3/15/2022