

Position Title: Executive Assistant

Organization: Jewish Family Service of San Diego

Position Type: Full-time, exempt

Standardized Benefits: Benefits for this position include a 401(k) plan, medical, dental and vision coverage, flexible spending accounts, life insurance and generous holiday benefits.

Position Overview

The Executive Assistant provides high-level administrative support to the COO and CFO, which can include these specific tasks, duties, and responsibilities:

- Consistently and accurately managing the COO's and CFO's daily schedule of meetings, including logistics, agendas, any preliminary research, and preparing briefing packages/talking points
- Scheduling and coordinating various meetings, including creating agendas, producing materials, and transcribing minutes
- Consistently and accurately processing and handling highly sensitive materials in a confidential and timely manner
- Composing correspondence and other complex documents in a consistent, accurate, and timely manner
- Anticipating the needs of the COO and CFO and successfully managing daily operations of the executive office
- Planning and coordinating special events (e.g., luncheons, vendor meetings)
- Serve as back-up to the Executive Assistant of the CEO

Position Requirements

In addition to a minimum of five years of experience supporting a senior executive, the ideal candidate will have or be:

- Bachelor's degree in a relevant field
- Highly organized, detail-oriented, professionally mature, highly motivated, and able to work effectively with internal and external partners
- Excellent verbal, written, and interpersonal communication skills
- Advanced skills in Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Strong analytical and anticipatory skills
- Highly detail-oriented with demonstrated ability to multi-task, manage files, calendars, projects, meetings and events
- Flexibility in responding to unanticipated situations
- High degree of work ethic and willingness to take ownership for a wide range of responsibilities
- Ability to maintain confidentiality, professionalism, and discretion
- Ability to work effectively in a fast-paced dynamic work environment

Contact Information

To be considered, please email your resume, cover letter (including salary requirement) to resume4321@jfssd.org. Be sure to include the position title in the subject line. Please, principals only, and no follow-up phone calls or emails.

About Jewish Family Service of San Diego

Jewish Family Service of San Diego is a client-centered, impact-driven organization working to build a stronger, more resilient community. For nearly 100 years, Jewish Family Service has been a trusted resource for the entire community, offering an array of services that are always life-changing, and often life-saving. At Jewish Family Service, we believe our employees are the backbone of our agency. Our goal is your success. Come work at JFS and be our partner in *Moving Forward Together*. To learn more about JFS, please visit www.jfssd.org.