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**Position Title**: Administrative Assistant for Aging and Wellness Division

**Organization**: Jewish Family Service of San Diego

**Position Type**: Full-time (37.5 hours per week), non-exempt

**Salary: $**16-18/hour

**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**

Jewish Family Service seeks a full-time Administrative Assistant responsible for providing comprehensive administrative support to multiple programs within the Agency. To learn more about the program please visit our website; [www.jfssd.org/olderadults](http://www.jfssd.org/olderadults).

**Essential Duties and Responsibilities:**

* Flexible team player to support Aging & Wellness program continuum
* Creating reports, minutes, letters, emails and other materials
* Conducting internet-based research to support current and new programming
* Assisting in tracking program information in Excel and other specialized database software such as ETO, including special event registration
* Providing back-up to Receptionist in Client Services lobby
* Scheduling and making necessary preparations for both internal and external meetings and events
* Basic accounting tasks, including maintaining petty cash, donation receipts and processing fee-for-service transactions and deposits
* Maintaining file and archive systems, ensuring proper storage of legal documents
* Maintaining stock and purchase of office supplies

**Position Requirements**

The ideal candidate will have or be:

* Minimum of two years of experience in an administrative assistant capacity
* Bachelor’s degree in Business or related field
* Intermediate to advanced computer proficiency including use of Microsoft Office (Word, Excel, Outlook, PowerPoint)
* Ability to multi-task, strong organizational skills, and the ability to maintain confidentiality
* Ability to type 50 WPM and perform 10-key data entry
* Excellent written, telephone and oral communication skills
* Ability to work effectively in high-stress situations
* Ability to work with people from, and within the context of, a variety of cultures in a respectful, culturally-sensitive manner
* Ability to complete all tasks with a high degree of accuracy and in a manner to meet deadline and compliance requirements

# 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](http://www.jfssd.org).