Job Description: Administrative Assistant in the Adult Department

Position Overview:
We are seeking a highly organized and detail-oriented Administrative Assistant to join our team. You will play a crucial role in supporting the operation of our Adult Department by providing administrative and customer service assistance. You will be responsible for coordinating schedules of classes, engaging with our program participants and assisting with general office tasks. The ideal candidate should possess excellent communication and computer skills, strong attention to detail, and the ability to multitask effectively in a fast-paced environment. Knowledge of Salesforce and proficiency with Zoom preferred.

Responsibilities:
Provide administrative support: Assist in managing calendars, assist in on site event planning and execution, as well as prepare and distribute correspondence, emails and reports as requested.
Handle incoming calls, emails, and inquiries, providing timely and accurate responses or redirecting them to the appropriate person. You will also coordinate weekly leisure games held here at the JCC and be responsible for monitoring occasional Zoom classes.

You will maintain records and databases: Organize and maintain rosters and registrations
Support the planning and execution of department programs, from communicating with instructors, to compiling and proofing class catalogues, inputting classes, reserving space for these sessions, and registering participants all in Salesforce.

You will foster a positive and cooperative work environment by promoting effective communication and teamwork. Handle confidential information with discretion and maintain a high level of confidentiality.

Qualifications:
High school diploma or equivalent; additional certification or training in office administration is a plus. Proven experience as an administrative assistant or in a similar role.

- Proficient in using office software, including word processing and presentation software.
- Strong organizational skills with the ability to prioritize tasks and meet deadlines.
- Excellent verbal and written communication skills.
- Attention to detail and accuracy in all work.
- Ability to multitask and adapt to changing priorities.
- Strong interpersonal skills and the ability to work effectively in a team.
- Discretion, integrity and flexibility.
- Willingness to learn and adapt to new technologies and software.
- Engage with our program participants providing top quality customer service.

Full Time or Part Time position available. Salary commensurate with experience
Send all resumes and cover letters to Esther Mazor at emazor@jccotp.org

EOE. It is the policy of this institution to provide equal employment opportunity to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, marital status, national origin, age, handicap, veteran status or status within any other protected group. No Headhunters or Recruitment Firms please.