

Guttenberg Center for Special Services

Business Operations Assistant (10 hours to start; will increase to 20 hours)



We are looking for applicants with an ability to adjust to changing deadlines in a dynamic environment.

The ideal candidate:

- possesses excellent oral, written, interpersonal and phone skills
- must be detail oriented, work efficiently, accurately and independently in a fast-paced environment, while maintaining organization and flexibility
- must be very proficient in Microsoft Office 365 including Word, Excel and Outlook as well as knowledge of multiple databases, and basic office equipment
- exhibits maturity and the ability to work sensitively and confidentially when dealing with staff, parent and participant matters
- can handle multiple tasks at once, manage deadlines and be open to a collaborative environment

Under the direction and supervision of the Director of the Guttenberg Center for Special Services and the Business Operations Manager, major responsibilities include but are not limited to:

ADMINISTRATIVE

- Providing administrative support for the Business Operations Manager, Business Operations Associate, Dept. Director and other staff as needed
- Maintaining positive relationships with, and fielding questions from, parents, staff, vendors, participants
- Assisting with all Department programming, including organizing documents, creating binders, updating/creating/distributing documents, filing, copying
- Maintaining staff certifications/qualifications database
- Managing Facilities Booking system for our department programs
- Answering phones
- Any other tasks deemed appropriate by department staff

OTHER RESPONSIBILITIES

- Maintaining master contact list for Dept. and Robo Call emergency contact list
- Updating class/program offerings, managing weekly program documents, as well as managing registrations and payments
- Assist with record keeping and billing for participants who receive state-funded money for JCC services/lessons in other departments
- Interface with JCC accounting staff to ensure accuracy in the recording of accounts receivable payments and invoices
- Managing external database for communication/invitations/RSVPs to Guttenberg Center events
- Oversee many of the department events, such as dances, bingo nights, movie nights; includes décor, food/drinks, registration at event
- Management of our Adult LIFE Group (ages 50+), including researching trips, participant communication, billing/payments and maintenance of all related databases

PHYSICAL REQUIREMENTS

- Must be able to remain in a stationary position for extended periods of time (sitting and standing)
- Movement through offices and around the building
- Constantly operating a computer, calculator, copier, label makers and printers
- Moving/carrying/lifting boxes and binders and other items up to 10lbs

College graduate, 2-5+ years previous work experience that requires attention to detail strongly preferred

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.

2.27.2024

