

Administrative Coordinator

The Jewish Relief Agency (JRA) brings together individuals of all means, ages and backgrounds to address our community's physical, social and spiritual needs, satisfying our unique desire to take care of each other and do good in the world. Built on the foundation of our monthly food distribution, our programs relieve the pangs of hunger, bring meaning to our recipients and volunteers, and build a caring and connected community. JRA's volunteer base of over 10,000 volunteers pack and deliver food and critical supplies to 3,400 households each month throughout Greater Philadelphia. To learn more about JRA, please visit www.jewishrelief.org.

RESPONSIBILITIES

- Administrative support, including data entry in multiple systems, filing, answering and directing calls, greeting visitors, processing mail, and general clerical duties
- Oversee the Pre-Distribution administrative tasks, including training admin volunteers
- Create and maintain documents and reports, ensuring accuracy
- Respond to perspective client service requests received through forms, calls and website
- Write and distribute email, letters, faxes, texts, and forms
- Manage supply orders for community partners, such as Cradles to Crayons
- Facilitate direct mailings and complete hands-on tasks for fundraisers
- Complete detailed and accurate data entry in Microsoft Word and Salesforce
- Oversee the robocall process
- Assist with special projects, such holiday gift and backpack drives
- Coordinate meeting schedules and logistics for staff, as well as board meetings
- Approximately four-days a month, work along with the staff at JRA's warehouse in Northeast Philadelphia, assisting with facilitating the Monthly Food Distribution Program and providing pre & post distribution volunteer and logistical support
- Help staff deliver packages to JRA recipients when needed
- Other duties as required

QUALIFICATIONS

- Excellent communication skills (verbal and written)
- Ability to thrive in a fast-paced environment
- Excellent organizational skills, time management and customer service, detail oriented
- Experienced with Google Suite and Microsoft Office (knowledge of Salesforce a plus)
- Ability to juggle multiple tasks under deadlines and work both independently and as a team
- Must be able to lift 25 pounds
- Must have access to a car and a valid driver's license
- Ability to speak Russian or Spanish preferred, but not required

Salary Range

- \$36,000-\$38,000 to start plus health and dental insurance, paid vacation, paid holidays and 403(b) plan.

If you think you are the right person for this role, please send a resume AND a brief statement of interest to jobs@jewishrelief.org.