

Job Description
OFFICE ASSISTANT
NATIONAL COUNCIL OF JEWISH WOMEN-ST. LOUIS

- I. Job Title: OFFICE ASSISTANT**
- II. Job Type: Hourly, Non-Exempt**
- III. Reports to: Director of Operations & Administration**
- IV. General Objective:** Provide administrative support and serve as the front desk receptionist.
- V. Position Description:** Serve as the receptionist for the front office; answering phones, greeting visitors, and taking messages. Prepare tributes for mailing as necessary and maintain listings for Bulletin. Open and process all mail. Perform data entry for donations and prepare thank you letters for signature. Process all bills for payment. Oversee all room setup/breakdown and all administrative details for in-office programs/events. File all materials in appropriate locations. Maintain a clean and organized office environment, restocking rooms and ordering supplies as needed. Support all finance and development department operations. Prepares daily deposits entering all incoming donations; process all incoming bills, enters all incoming registrations; prepares all donor and membership renewal thank you letters, maintains administrative files for Healing Hearts Bank.

VI. Responsibilities:

Administration

- Maintain the NCJW and CEO calendars
- Other duties as assigned
- Perform data entry for programs and projects
- Manage all meeting registrations

Office

- Greet visitors at front desk
- Maintain updated committee lists for all departments
- Send out potential member packets
- Work in concert with other staff members and volunteers
- Answer all incoming calls, take messages and refer calls to the appropriate staff or volunteer
- Open the mail, date stamp and distribute to appropriate staff or volunteer
- Maintain and update membership information in database
- Maintain filing
- Maintain office supplies
- Assure building is neat and orderly
- Prepares all bulk mailings and paperwork
- Restock meeting rooms
- Coordinate with each department for administrative needs for programs/events
 - Create/print rosters
 - Create/print nametags

- Create/print table tents
- Create/print packets as needed

Development

- Process all tributes from incoming tribute forms – entering all donations into DonorPerfect and updating the prepaid account binder as necessary.
- Maintain tribute listing for Bulletin
- Maintain membership listing for Bulletin
- Process all donations in DonorPerfect-enter, code, print reports and notify appropriate staff when a donation is received.
- Prepare all thank you notes for signature and mailing.

Accounting

- Provide end of month copier/printer report to accounting
- Provide end of month postage report to accounting
- Process all bills for payment
- Prepare and enter all daily deposits (checks, cash, credit card, online, pledges)
- Prepare all bills for processing including coding and scanning
- Prepare all daily/monthly reports for accounting team
- Balance petty cash monthly
- Assist with audit preparation
- Prepare EOY Tax letter for all members

Community Service

- Prepare all reports for Healing Hearts Bank
- Report all Healing Hearts Bank loan payments to Credit Builders alliance monthly
- Maintain and update Healing Hearts Bank loan spreadsheet

VII. Skills Needed:

This position requires organizational and people skills, the ability to multi-task, and excellent clerical and communication skills. Attention to detail is very important. Must have at least 2-5 years' experience, Microsoft office experience a must, including managing Excel spreadsheets and using Office 365.; DonorPerfect experience preferred. Must be outgoing, friendly and a team player.

This is a full-time position that includes full benefits.

NCJW-St. Louis is an equal opportunity employer.

Interested candidates may contact Lisa Gjerswald, Director of Operations & Administration, lgjerswald@ncjwstl.org or by calling 314-993-5181. Please include a resume, cover letter and salary requirements.