



The central address for Jewish eldercare

Position Description: Communications and Office Coordinator

Core Function

Under the supervision of the Director of Operations of the Association of Jewish Aging Services, the **Communications and Office Coordinator** is responsible for the execution and implementation of AJAS activities as noted below.

1. Website and Communications- use creativity and organizational skills to take ownership of the website as well as email communications to members
 - Keep website up to date and relevant at all times
 - Put together monthly e-news update on a timely basis
 - Manage listservs and other email communications
 - Maintain membership data and directory and list serves
 - Participate on AJAS committees as needed
 - Update social media sites and post consistently
2. Strategic Planning Initiatives- under direction of the President/CEO and Board of Directors, take the lead on the tactical implementation of strategic planning initiatives
 - Surveys, structuring data, etc.
3. Annual Conference- assist the Director of Operations with conference-related tasks, including but not limited to:
 - Key liaison for guest activities
 - Create and maintain the conference registration website
 - Invoice and keep track of payments and registration forms from exhibitors and business partners
 - Apply for CEUs for conference attendees
 - Some travel might be included
 - Create and distribute CEU Certificates
4. Accounting Assistance-
 - Deposit incoming checks/processing payments in a timely manner
 - Maintain Quickbooks financial system/accurate record keeping of all financial transactions
 - Process credit card payments on authorize.net and log in Quickbooks

AJAS Communications and Office Coordinator *Description Cont'd*

5. Webinars- coordinate all aspects of webinar advertisement, implementation and run through (approximately 8 per year)
 - Schedule, staff and promote all AJAS webinars
 - Apply for CEUs for webinar participants (as needed)
 - Create and distribute CEU Certificates
 - Post audio/slides on AJAS website (when permission is granted)
6. Administrative Duties- perform administrative duties for office with highest priority given to timely responses of member requests. Responsibilities may include:
 - Screening calls and emails
 - Making travel and meeting arrangements
 - Preparing reports and financial data
 - Training other support staff and customer relations (interns—as required)
 - Assist with IT support
 - Assist in preparing for other meetings such as Board meetings, regional meetings and trips to The White House
 - Assist in coordinating efforts with grants and communicate with Benevolent Foundations and donors. Keep track of necessary documentation and financial information as needed

Administrative Skills Required:

- Highly proficient in MS Office suite, specifically in Excel
- Proficient in internet-based research
- Preferred: experience with website editing, Quickbooks, Constant Contact and CVENT

Communications Skills Required:

- Excellent interpersonal skills and the ability to work well with internal customers, as well as outside business partners and professional peers
- Excellent verbal and written communication skills
- Excellent organizational/time management skills
- Project coordination experience
- Strong critical thinking skills
- Ability to promote high standards of membership services
- Flexibility and ability to effectively apply team problem solving techniques
- Familiar with Jewish customs and culture
- Travel 1-2 times per year is required

Authority:

Under the supervision of the Director of Operations, the AJAS Communications and Office Coordinator is responsible to use AJAS resources to plan, direct, coordinate, and implement all aspects within the position realm of

AJAS Communications and Membership Coordinator *Description Cont'd*

responsibility. Such authority is in accordance with pre-designed annual objectives approved by the president/CEO.

To apply: please send resume with cover letter, explaining why you would be a good fit for the position and organization, to Don Shulman at dshulman@ajas.org. No calls please.

Salary: Hourly position including an exceptional benefits package. This position requires submission of weekly time sheet, is located at AJAS headquarters, Washington, DC. Closed for Jewish holidays.