



## **Washington State Jewish Historical Society – is hiring**

**Position Title:** Office and Operations Coordinator

*January 2024*

**Reports to:** Executive Director

**Hours:** Full Time – Exempt Position, Flexible schedule ~2-3days/week in office

**Benefits:** Medical & Dental Insurance after waiting period, Flexible spending Account, Paid time off,

**Salary Range:** \$50,000-58,000/annually

### **About us:**

The WSJHS is a small, committed non-profit dedicated to the preservation and dissemination of the rich history of the Jews of Washington state. With an intimate team, our non-profit prioritizes communication and personable interactions within our team, Board of Director Members, and the community at large as well as a collaborative and inclusive work environment to continue and pursue our larger mission.

### **Summary of the position:**

We are seeking a well-organized and timely Office and Operations Coordinator who thrives on problem-solving and optimizing workflows. A successful candidate will be able to oversee daily operations and provide support or take ownership in areas such as: accounting, budgeting, grant management, vendor relations, board liaison, development/CRM, and administrative support.

This role is suited for those who can work independently, multitask and handle concurrent projects effectively, and meet multiple deadlines. Strong time management skills, a well-developed organizational system, and follow-through are vital to this position.

This position will report to the WSJHS Executive Director and is an important part of the team that can manage task delegation and workflow optimization within the immediate team, as well as maintaining peripheral task delegation for contractors, volunteer, and/or board members.

### **Duties and Responsibilities:**

Office and Business Management

- Oversee day-to-day operations of the WSJHS office and remote working environment
- Manage and track office workflow to maintain efficiency and reduce overwhelm by properly delegating tasks to volunteers, contractors, and board members as needed
- Screen incoming correspondence (emails and online inquiries) and phone calls. Respond to all general inquiries
- Organize digital files as well as paper files
- Maintain office needs: keeping necessary supplies on hand, office organization as needed
- Liaison and assist with contract management for facilities rental, contractors, bank signing, lease management, and other additional vendors
- Assist with grant administrative work and filing as needed
- Provide additional support to the Executive Director as needed
- Assist with scheduling meetings and meeting setup as needed

#### Administration/Accounting

- Account for incoming checks and other payments. Prepare bank deposits and record transactions in QuickBooks or work with outside bookkeeper spreadsheets
- Process, record and reconcile credit card transactions
- Make and record payments on invoices approved by the Executive
- Generate financial reports: balance sheets, profit and loss statements, board reports and keep accurate records and other reports as needed

#### Communication and Development

- Maintain communication with the Board of Directors and committees. Coordinate board meetings and distribution of necessary documents with the board secretary
- Assist Communications Curator in social media efforts and web-based communication as needed
- Responsible for all website management – changes and updates, links, and conversion to a new website when ready
- Donor communications such as: tributes for all celebratory and lifecycle events, letters of acknowledgement for donations, membership dues and tributes
- Provide lists from CRM as requested by Directors or other staff
- Membership mailings and other postcards and mailings – mail merge, working with printers or organizing volunteers for mail stuffing

#### Archival

- Maintain template for metadata for the *Washington Jewish Memory Archive*
- Collect and input data into the backend of Permanent.org archival platform
- Coordinate and collect materials with community members for portals
- Scan materials brought in and upload to folders and ultimately the archive platform
- Assist Archivist as needed with inventory, accession and deaccession projects
- Create and implement any necessary forms for Oral History project and upcoming new systems to collect and preserve oral histories

### Other Requirements

- Three plus years of experience in an office setting
- 4-year college degree preferred
- Proficient in MS Office (Word, Excel, PowerPoint, Outlook)
- Familiarity with QuickBooks Online is a plus
- Ability to learn new computer programs/databases as needed: Office 365, donor database management, collection software, task management system, experience a plus, but can be learned on the job
- Ability to lift 20-30 pounds on occasion
- Familiarity with the Jewish community or basic foundation with willingness to learn

WSJHS is committed to creating a diverse workspace and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, national origin, disability, age, or veteran status. If you don't have all the qualifications listed but are passionate about our mission and believe you have applicable and transferable skills, we encourage you to apply for this position.

Please contact Executive Director, Lisa Kranseler [lisak@wsjhs.org](mailto:lisak@wsjhs.org) with a resume, cover letter and two references. Please do not call our office. Only submissions with all attached will be accepted.