



Washington State Jewish Historical Society – is hiring

Position Title: Operations Coordinator

June 2023

Reports to: Assistant 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 \$48,000-58,000

Summary of the position:

A successful candidate will be a well-organized individual who enjoys problem solving, can anticipate the needs of the organization and has demonstrated initiative. The individual must be able to work independently, be willing to ask questions, have the ability to multi-task and handle varied responsibilities. Well-developed time management skills, attention to detail, and follow-through are necessary in this position. WSJHS is a small non-profit and respectful and personable interaction with staff, Board of Directors, Members and the Community at large is essential.

Reports to WSJHS Assistant Director and provides support in the areas of accounting, budgeting, grant management, IT management, database work, board agendas and management, scheduling and meeting arrangements and administrative support. The ideal candidate for this position will be committed to the Washington state Jewish community. We are looking for a social, dependable individual who will assist the organization in the discovery, preservation, and dissemination of the history of the Jews of Washington state.

Duties and Responsibilities:

Office and Business Management

- Assist with day-to-day operations of the WSJHS office and remote working environment
- Screen incoming correspondence (emails and online inquiries) and phone calls. Respond to all general inquiries
- Schedule meetings, maintain meeting room schedules, and set up rooms as needed
- Maintain computer-based files as well as paper files
- Keep necessary supplies on hand, be proactive for supplies needed
- Office organization, filing, paperwork, storage
- Prepare contracts for facilities rental, contractors, bank signing,
- Lease management
- USPS management

- Grant files maintained and grant administrative work required as support for grants
- Administrative work for programs
- Provide additional support to the Executive Director and Assistant Director as needed

Administration

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

Communication

- Maintain communication with the Board of Directors and committees as needed. 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
- Tributes for all celebratory and lifecycle events
- Provide lists from database 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

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
- Office 365, donor database management, collection software, task management system, experience a plus, but can be learned on the job
- Ability to learn new computer programs/databases as needed
- Ability to lift 20-30 pounds on occasion
- Familiarity with the Jewish community is an asset

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 of 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 Assistant Director, Cora Miller coram@wsjhs.org with a resume, cover letter and two references. Please do not call our office. Only submissions with all of the attached will be accepted.