



JOB ANNOUNCEMENT

Program and Administration Coordinator

ABOUT THE JEWISH COMMUNITY FOUNDATION

Individuals can make a difference; together we change the world. This is the Jewish Community Foundation's (JCF) core belief. The JCF combines donor-driven philanthropy, investing and education for maximum benefit in the community. JCF develops and manages philanthropic vehicles and assets, including donor-advised funds, endowments, and organizational funds. A philanthropic innovator, the JCF is a leading community foundation in offering impact investment opportunities to its donors. JCF is also renowned nationally for its Endowment Leadership Institute, a model that has been replicated across the country.

For almost 60 years, the JCF has granted more than \$2.3 billion to 7,000+ organizations on behalf of more than 1,000 donors, making it one of the largest grantors in San Diego.

OVERVIEW OF THE JOB:

The Program and Administration Coordinator is a full-time, non-exempt position that reports to the Director of Human Resources and Administration.

Overall Responsibilities:

- Programmatic Support
 - Provide comprehensive programmatic support for ongoing events and meetings.
 - Manage programs and event calendars, including scheduling and reserving event spaces.
 - Support the development of materials, communications, marketing content, evaluations, and other resources as needed.
 - Coordinate event logistics, including room setup, technology needs, and catering arrangements.
 - Procure supplies and materials necessary for programs and events.
 - Collaborate with external organizations involved in meeting and event activities.
 - Support scholarship programs, including communication with students and related administrative tasks.
- Responsible for all meetings and event logistics and support.
 - Maintain organizational calendars and support the scheduling of internal and external events.
 - Oversee event logistics, including room setup, proactive communication with vendors, preparation of materials, and other related tasks.
 - Coordinate catering services and ensure all necessary supplies are arranged.
 - Track and report event attendance and provide guest lists to building security as required.

- Assist with the planning and execution of special events and meetings.
- Governance support
 - Provide comprehensive administrative support for quarterly Board and committee meetings, including preparation of materials, coordination of technology needs, attendance management, and meeting room setup.
 - Assist Supporting Foundations and Committees by coordinating schedules, preparing materials, and taking accurate meeting minutes.
 - Collaborate effectively and professionally with volunteers.
 - Manage and maintain complex calendars for C-Suite executives.
 - Coordinate with the Front Desk to ensure timely notification of visitors for the Chief Executive Officer, President & Chief Philanthropy Officer, Executive Vice President & Chief Impact Officer, and Chief Financial Officer.

SKILLS, QUALIFICATIONS AND ESSENTIAL FUNCTIONS

- 2 – 4 years of office experience, preferably with meetings and event experience.
- Proficient in all Microsoft Office applications including Adobe Acrobat.
- Experience using Salesforce a plus.
- Comfortable and competent with technology and eager to learn new systems.
- Excellent communication skills – both written and verbal.
- Demonstrated ability to organize and prioritize multiple ongoing activities.
- Excellent customer service skills.
- Commitment to detail.
- Strong interest in working in the nonprofit sector with a values-driven organization.
- Must be able to multitask and thrive in a busy environment.
- Willingness to take instructions and requests from multiple staff members.
- Move tables up to 10 pounds and carry boxes of supplies up to 20 pounds.

REPORTING RELATIONSHIP:

- Reports to the Director of Human Resources and Administration.

How to Apply: Please submit a resume and cover letter via email to: resume@jcfsandiego.org

Salary Range - \$68,000 - \$72,000. JCF offers a competitive benefits package.

JCF is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees