

Events Administrative Assistant Operations & Special Events Department

Friends of the Israel Defense Forces (FIDF) was established in 1981 by a group of Holocaust survivors to provide for the wellbeing of the men and women who serve in the Israel Defense Forces (IDF) as well as the families of fallen soldiers. FIDF is committed to providing these soldiers with love, support, and care in an effort to ease the burden they carry on behalf of the Jewish community worldwide.

Job Summary:

Provides support and logistics within the Operations & Special Events team to ensure streamlined function within the department. The Administrative Assistant reports to the National Event Planner and works evenings and weekends when necessary.

Education:

- Bachelor's degree or an equivalent combination of education and experience may be considered in lieu of a degree.

Experience:

- A minimum of three years' related experience
- Excellent organization skills and experience with events
- Ability to manage multiple simultaneous projects and work assignments
- Excellent interpersonal skills both in person and by phone
- Intermediate knowledge of Microsoft Outlook, Word, Excel, PowerPoint; Raiser's Edge preferred.

Skills and Abilities:

- Demonstrate the following competencies: teamwork, communication, flexibility - willingness to work flexibly in response to changing executive and organizational requirements, decision-making and problem solving, resource and project management and confidentiality
- Superior organizational and project management skills.
- Excellent writing and presentation skills.

Essential Job Duties:

- Work with the National Event Planner to coordinate and execute Regional Annual Galas and other special events. Assist National Logistics Manager on ad hoc projects.
- Assist National Event Planner in day to day gala and event planning
- Generate budgets, estimates, nondeductible and timelines for galas
- Take notes at departmental meetings about lessons learned from galas, missions events, etc.
- Assist in coordinating the logistics of FIDF programs and initiatives
- Work together with the chapters, National Event Planner and CEO to finalize annual gala calendar.
- Coordinate meetings, internal and external, as requested.
- Make all logistical arrangements (i.e. flights, accommodations, transportation, and other reservations) while keeping within budget.
- Maintain departmental expenses and budgets.
- Process check requests when needed
- Performs other duties when requested.