

Executive Assistant
Office of the CEO and National Director

Friends of the Israel Defense Forces (FIDF) was established in 1981 by a group of Holocaust survivors to provide for the education and wellbeing of the men and women who serve in the Israel Defense Forces (IDF) as well as the families of fallen soldiers. Headquartered in New York City, FIDF is a 501c3 not-for-profit corporation that operates 24 regional offices in the United States and Panama.

FIDF offers educational, cultural, recreational, and social services programs and facilities that provide hope, purpose, and life-changing support for the soldiers who protect Israel and Jews worldwide. Their job is to look after Israel. Ours is to look after them.

Position Summary:

The Executive Assistant to the Office of the CEO and National Director is responsible for providing high-level administrative support ensuring the smooth workflow and daily operations. This person is responsible for a variety of administrative functions of a routine nature to complex special projects that require the ability to organize information related to applicable subject areas, policies, programs, and governance matters. The Executive Assistant will work with highly confidential information and matters and will have the delegated authority regarding matters of significance to provide executive support including administrative services, calendar management, and preparation of documents for meetings and projects. This position reports to the Director of the Office of the CEO and National Director.

Education:

- Bachelor's Degree from an accredited university preferred not required.

Experience:

- A minimum of two years related experience required

Skills and Abilities:

- Fluency in English and a strong command of Hebrew a must
- Intermediate knowledge in MS Word, MS Excel, MS Power Point and MS Outlook
- Excellent writing and presentation skills, including the ability to write accurate and engagingly for a range of audiences
- Interest in working in the Non-for-Profit sector
- Superior organization skills
- 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
- Excellent interpersonal, written and oral communications skills

Essential Job Duties:

- Provide general administrative and clerical support:
 - Draft letters, emails and correspondence
 - Manage incoming telephone calls and resolve queries/transfer calls as necessary to resolve issues.
 - Take accurate and concise minutes at team meetings
 - Set up and maintain office systems, records and files (electronic and manual).
- Manage calendar for the National Director
 - Plan, organize and effectively support the management of the National Director's daily schedule as required.
 - Coordinate meetings, internal and external, as required by the CEO and the National Director
 - Schedule meetings, appointments, and travel
- Develop and maintain relationships with donors
- FIDF liaison with IDF and Israeli dignitaries on behalf of the CEO and National Director.
- Oversee and develop materials for the National Board meetings/conferences/correspondence with Board officers and committees.
- Serve as ZOOM moderator for Executive and national organizational calls
- Prepare letters, thank you notes and other correspondence on behalf of the National Director and CEO
- Summarize (in written form) and follow-up of all meetings as needed.
- Prepare presentations and slides as needed.
- Assist in coordination of seminars and office events, including logistical coordination.
- Perform other duties as requested.