



Administrative Assistant – 20 hours per week South Palm Beach/Broward County Chapter

Friends of the Israel Defense Forces (FIDF) is a fundraising organization transforming the lives of the men and women of the IDF - Israel's future leaders and society builders. We are fast-paced, big-thinking, and performance-driven, and attract the brightest and most passionate who are professionally driven, personally motivated, and eager to make an impact.

Whether energized by making a difference in the lives of Israel's soldiers, wounded veterans, and bereaved families, or by providing hope and life-changing support to a population of diverse ethnicities, religions, and socioeconomic backgrounds, FIDF is for you!

The Administrative Assistant reports to the Chapter Director and is responsible for providing administrative support ensuring smooth workflow and daily operations.

Qualifications, skills, and abilities:

- Associate degree or equivalent required
- Two years administrative experience preferred.
- Excellent written and oral English language skills required.
- Experience with Microsoft 365
- Superior organization skills
- CRM experience preferred, specifically Raiser's Edge NXT
- Demonstrate the following competencies: teamwork, communication, flexibility - willingness to work flexibly in response to changing requirements, decision-making and problem solving, resource and project management and confidentiality.
- Must be available some evenings and Sundays.

Essential Job Duties:

- Provide general administrative and clerical support:
 - Manage Constant Contact communication on behalf of the Chapter Director.
 - Manage incoming calls as necessary to resolve issues.
 - Set up and maintain office systems, records, and files.
 - Call donors as directed by the Chapter Director.
- Prepare emails and other correspondence on behalf of the Chapter Director.
- Assist the Chapter Director at FIDF events.
- Prepare credit card or expense report for reimbursement.



- Perform other duties as requested.



FRIENDS OF THE ISRAEL DEFENSE FORCES | Their Job is to Look After Israel. Ours is to Look After Them.