

**FRIENDS OF THE ARAVA INSTITUTE**  
**Administrative Assistant**  
**Job Posting**

Salary \$40,000-\$44,000, commensurate with experience  
Full time exempt position, reporting to CEO

**Position Overview:**

We are seeking an Administrative Assistant to join the Friends of the Arava Institute staff and provide administrative support to the CEO. The Administrative Assistant supports scheduling and logistics, is the initial point of contact for internal and external stakeholders, performs routine office tasks including gift processing and acknowledgments, and serves as a liaison to the Board of Directors. Currently, this is a fully remote position. When office operations resume, the position will be based in Newton Center.

For the ambitious individual ready to take on new challenges and go above and beyond, this position provides a foundational learning opportunity in the realms of nonprofit operations, board relations and development.

**Responsibilities Include:**

- Oversee the CEO's schedule and provide support for scheduling of Israeli staff meetings with American stakeholders; coordinate meetings with internal and external stakeholders, provide relevant prep materials and appropriate follow-up.
- Work closely and effectively with the CEO to keep her well-informed of upcoming commitments and responsibilities, to anticipate needs, and to follow up appropriately.
- Provide support to the Board and board committees including communications, meeting prep, scheduling, agendas and materials, logistics, minutes.
- Provide support to other senior staff across departments, including calendar and scheduling support and other administrative tasks, as required.
- Work on special projects as assigned.
- Assume primary responsibility for the planning and execution of the Annual Meeting.
- Conduct donor research, enter gifts in donor database, and run reports and acknowledgments in coordination with Development department.

**Skills and Experience:**

- 1- 3 years of administrative experience
- Experience with Microsoft Office Suite (Word, Excel, Powerpoint)
- Experience with donor database a plus

**The Ideal Candidate:**

- Able to work independently and without significant direction
- Enjoys working with a small team in a fast-paced environment
- Strong sense of personal accountability and follow-through on assignments
- Able to interpret instructions quickly, and both anticipate and solve day to day problems
- Strong sense of confidentiality and integrity when handling sensitive communications from leadership and between team members
- Outstanding organizational and multi-tasking skills
- Able to work occasional evenings and weekends

**To apply, please send a cover letter and resume to [Office@FriendsofArava.org](mailto:Office@FriendsofArava.org)**