

# Department: School-Age Services & Camp Achva

## Position Title: Office Administrator

Classification: Full-time employment

Reports to: Camp Achva and School Age Services Director

### Summary of Position:

The Pozez Jewish Community Center of Northern Virginia is seeking an experienced and enthusiastic Office Administrator for its summer camp and afterschool programs. This is a full-time, 12-month, exempt position for someone that is self-motivated, detail-oriented, creative, flexible, and enjoys working in a fast paced, dynamic environment. The ideal candidate will hold a passion for excellence, possess strong verbal and written communication skills, and can serve as a positive leader and role model for staff and children.

### Qualifications:

The ideal candidate will:

- Have had 3+ years' administrative experience
- Be detail oriented and thorough regarding work output
- Possess strong customer service skills
- Be able to communicate, establish, and maintain cooperative and effective working relationships with children, young adults, families, and staff
- Successfully pass a background check with fingerprinting
- Be fluent in Microsoft Word, Excel, Outlook, PowerPoint, and Google Docs
- Be capable of managing multiple projects and tasks at the same time
- Be able to work in a fast-paced work setting both independently and as part of a team
- Be able to make responsible decisions and respond calmly in stressful situations
- Knowledge of Salesforce a plus

### Essential Position Duties:

Manage the administrative aspects of the afterschool program and summer camp. Answer phone calls, speak to interested families, enroll children in program, and collect paperwork. Facilitate and coordinate daily & weekly scheduling, programming, parent communication. Summer responsibilities include managing our Camp Achva office amidst preparation for the following schoolyear (i.e. After School program preparation, registration processing, paperwork collection etc.).

Detailed responsibilities include, but are not limited to:

- Managing, organizing, and filing all School-Age Services (SAS) registrations and forms
- Primary point-of-contact for the SAS phone-line, general inquiries, and emails
- Regularly evaluate the agency's website in regards to information pertaining to the SAS department
- Responsible for creating and maintaining accurate daily attendance lists and communicating as needed with Billing and Accounts Manager for billing purposes
- Responsible for maintaining accurate after school and camp registration lists
- Coordinate room setups and room reservations in CRM (Customer Relations Management) platform
- Perform other responsibilities as deemed appropriate by SAS Director

**Hours:**

40 hours per week

**Compensation and Benefits**

Salary commensurate with experience.

Benefits include: Medical, Dental, Vision, Vacation Leave, Sick Leave, Retirement Plan, Facility Membership, Select Federal and Jewish holidays.

**Point of Contact:**

Please send cover letter and resume to [SchoolAgeServices@thej.org](mailto:SchoolAgeServices@thej.org)

*The Pozez JCC is an equal opportunity employer. The Pozez JCC is committed to having a workforce that reflects diversity at all levels of the organization. We recognize the importance of not viewing individuals based on a single identity, and we thrive on being equitable in our recruitment process as well as in our efforts to be inclusive of all employees. We encourage all applicants regardless of gender, race, religion, age, sexual orientation, disability or other social identity.*

**About:**

The Pozez Jewish Community Center of Northern Virginia (Pozez JCC, the J) is a warm and welcoming, nonprofit, social service organization dedicated to offering quality programs, activities, and services that emphasize Jewish culture, identity, and values to people of all ages and backgrounds.

Programming includes cultural, educational, wellness and Israel celebrations, which take place on the main campus located in the heart of Fairfax County, as well as span five Northern Virginia counties.