Jaffe Management, Inc.

Title: Program & Administrative Associate – Membership Associations

Location: 47 Orient Way, Suite 2D, Rutherford, NY 07070

Job Type: Full-Time (Entry Level)

Compensation Type: Salary

Start Date: 8/7/2017

Job Description: Growing association management firm in Rutherford, NJ is seeking a motivated, organized and energetic associate to assist in membership management, communications, and administrative projects for professional/trade associations and nonprofit organizations. This individual will work on multiple client accounts simultaneously and must have demonstrated ability to work in a fast-paced environment and the capability to ‘shift gears’ and accommodate surprises on the fly.

We are looking for an outgoing self-starter who can learn projects and then manage them independently. This means that the incumbent knows how to anticipate his or her own needs (and the needs of our associations) with little guidance, does not procrastinate, and works ahead of deadlines.

The ideal candidate is very tech savvy, meticulously detail orientated and has a pleasant demeanor on the phone. He or she should be a quick learner, able to pick up various types of tasks and processes, either on his or her own or with minimal instruction, and he or she must be a problem solver, able to exercise independent judgement in anticipating and resolving issues.

Office is located in Rutherford, NJ one block from the train station. This is a small 5-person office; the main headquarters are in Manhattan (where there are twelve employees). Friendly and cooperative work environment that is rewarding for self-starters.

Primary Responsibilities:

Administrative Tasks (60%)

- Answering phones, fielding questions and assisting clients
- Filing, scanning, and general administrative tasks
- Arranging conference calls
- Takes and transcribes minutes at Board Meetings and other meetings as needed
- Update & maintain multiple databases, listserves and contact lists
- Assists with preparation, set up, on-site tasks of conferences and seminars, finalizing events
- Maintains, updates and distributes Association calendar; schedule meetings, distribute calendar invites and sends reminders for meetings and teleconferences as needed
- Assists staff with mailings, label making, copying and collating
- Other ad hoc projects and general office responsibilities

Communications (15%)

- Writing various office correspondence
- Updating websites through content management systems
- Creating marketing campaign through Constant Contact and other similar platforms
- Create and distributing newsletters
- Maintaining attendance lists and additional information for special events
- Assisting with pre-event communications
• Proofreading materials
• Creating information packets and badges

Membership Management (15%)
• Database management
• Assists staff with membership needs and processes

Qualifications:
• Bachelor’s Degree
• Proficiency in MS Office (MS Excel and MS Outlook, in particular)
• Someone who is very comfortable around computers, basic troubleshooting, learning new programs. etc
• Excellent time management skills and ability to multi-task and prioritize work
• Attention to detail, problem solving skills and following through on projects
• Excellent written and verbal communication skills
• Strong organizational and planning skills in a fast-paced environment
• A creative mind with an ability to suggest improvements

Application Instructions: Please look over our website www.jaffemanagement.com to familiarize yourself with the organization before applying. Please email resumes, with a cover letter and salary range requirements (please do not submit salary history). (Note: Résumés without cover letters will not be considered.) EOE

Please send cover letter and resume to hr@jaffemanagement.com.

About the Organization: Jaffe Management is a New York City-based company providing full-and partial-management services to associations & non-profits. We work with your board members and volunteers to ensure that their time is being used in the best way possible to fulfill your organization’s mission.