# Diagram  Description automatically generated

# Harold E. Eisenberg Foundation

## Office Coordinator

### Part-Time Position

**The Harold E. Eisenberg Foundation will be hiring a part-time Office Coordinator to provide administrative and support services.**

**About Us:** The Harold E. Eisenberg Foundation (HEEF) is a 21-year-old non-profit organization committed to fighting gastrointestinal cancers through advancing cutting-edge medical research. HEEF is also committed to bolstering the careers of aspiring real estate students through its education programs. HEEF was founded to honor the legacy of Harold Eisenberg, a leader in the real estate field who believed in mentorship and education and who lost his life to liver cancer in 1999.

**About the Position:** We seek a bright, personable candidate with excellent communication, data management and organizational skills. A qualified candidate will be extremely detail-oriented with strong inter-personal skills, initiative, ability to handle multiple tasks and to work independently. This position is also responsible for event assistance, donation processing and deposits, providing administrative support to the Executive Director, Development Director and staff while also overseeing mailings, phone support, general office duties, scheduling, and processing donor acknowledgements.

The hours will average 25 per week. 10+ additional hours required during the weeks prior to the major fundraisers primarily in January/February and September/October. This position is based in HEEF’s Northfield office and requires a valid driver’s license and regular access to or ownership of a vehicle for transportation to the office, meetings, and events. This position includes some evenings and weekends as is necessary to attend/manage meetings and events.

**General Duties and Responsibilities:**

* General administrative activities including mail processing, answering phones, general written and e-communication correspondence, file maintenance, data entry and management
* Processing donations, data entry, and acknowledging donors
* Administrative duties related to accounts payable and receivable including; processing invoices and bookkeeping, recording deposits and maintaining invoice/check files
* Maintaining calendar; prepare and distribute meeting notices and materials
* Coordinate arrangements (food/beverage, audio visual, meeting rooms) for meetings and events
* Event registration coordination including; ticket sales processing and tracking, data entry
* Providing onsite event and meeting support; including coordination of vendors and service providers
* Coordinate volunteers and serve as a contact for volunteers and students in programs
* Support of grant application and management process
* Assist in the implementation of philanthropic programs, development and communication efforts, and special events

All other duties as assigned.

**About You:**

Necessary Qualifications and Skills:

* 2-5 years of experience with foundations, nonprofit organizations, or public sector institutions
* Skilled in Microsoft Office, particularly Word, PowerPoint and Excel
* Google Gmail, calendar, task management
* CRM database experience. Bonus if you know Salsa
* Highly developed project management/time management skills
* Sophisticated verbal and written communication skills
* Attention to detail is a must

Experience that is a plus:

* Bookkeeping and QuickBooks experience
* Google Suite
* Grant application support; tracking, proofing, processing
* Event and meeting coordination and support
* Coordinating volunteers
* Work in graphic design
* Work in WordPress
* Google ad grant experience
* Social media experience

**Apply to:**

Please send a cover letter and resume to:

Michelle Paulsen, Executive Director

info@eisenbergfoundation.org

[www.eisenbergfoundation.org](http://www.eisenbergfoundation.org)

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job.  While performing this job the employee is required to sit and use hands to finger, handle, or touch objects, tools or controls.  The position requires extensive close vision.  The employee is frequently required to talk or hear.  The employee is occasionally required to stand, walk, stoop, kneel or crouch and on occasion be able to lift up to 20 pounds.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.  The noise level in the work environment is usually quiet.  This job description describes the general nature and scope of responsibilities for this position.  Please note other duties may be assigned at any time.  Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*The Harold E. Eisenberg Foundation is an equal opportunity employer.*