

## POSITION OBJECTIVE:

Fuchs Mizrahi School is seeking a dynamic, organized, and experienced Administrative Assistant to join our Junior High team. The successful candidate will provide administrative support, manage school operations, and ensure excellent customer service.

## GENERAL RESPONSIBILITIES:

- Greet and assist visitors, parents, and students in person and on the phone.
- Assist with the coordination of student and staff activities, including scheduling and organizing meetings, arranging transportation and food & beverage needs, as well as providing support for school events.
- Maintain accurate and up-to-date student, staff, and school accounts and schedules in our learning management system (Veracross).
- Coordinate logistics and communication surrounding major events with the Junior High Team such as graduation, field trips, and parent teacher conferences.
- Handles sensitive and confidential employee information.
- Monitor student attendance and records.
- Handle student and staff inquiries, address issues, and troubleshoot problems.
- Ensure the office is well-stocked, organized, and clean.
- Create and distribute correspondence, such as emails, letters, and memos.
- Assist with budgeting and bookkeeping tasks.
- Perform other duties as assigned.
- Record and communicate dismissal updates with students, parents and faculty.

## QUALIFICATIONS:

- High school diploma or equivalent.
- Minimum of 2 years of administrative support experience.
- Knowledge of office software, such as Microsoft, Google and Veracross preferred.

## SKILL SETS:

- Detailed oriented with ability to anticipate and accurately prepare materials needed for meetings, procedures, and events.
- Exceptional interpersonal and collaborative skills and ability to work collaboratively with all levels of staff, students, parents and volunteers.
- Skills in establishing and maintaining effective working relationships with others.



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- Outstanding organizational skills and ability to manage multiple tasks simultaneously.
- Computer proficiency and the ability to learn new software programs and databases.
- Demonstrated ability to use work time productively and exercise good judgment in handling high priority items and sensitive and highly confidential matters; discretion and tact are essential.
- Results driven, comfortable with metrics and measuring outcomes.
- Professional demeanor, a strong work ethic, and confidence.

Fuchs Mizrahi School provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, sex, national origin, age, disability, or genetics. For more about our school, please visit our website at

<https://www.fuchsmizrachi.org/>

For further details about this opportunity, or to hear more about the community, please contact our Rabbi Darren Levin ([dlevin@fuchsmizrachi.org](mailto:dlevin@fuchsmizrachi.org)).

To apply for this position please send a letter of application and a resume to [hr@fuchsmizrachi.org](mailto:hr@fuchsmizrachi.org).

Job Type: Full-time

Benefits:

- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

Schedule:

- Day shift
- Monday to Friday

Work Location: In person



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