

The Holocaust Resource Center of Buffalo

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www.hrcbuffalo.org

www.facebook.com/HRCOB

Current Opening: 10.8.2015

Administrative Coordinator Job Description

The part-time Administrative Coordinator reports to the Executive Director and supports the office administration and programming functions of the organization. This person should be dedicated to the mission of the HRC: to preserve the memories and experiences of Western New York Holocaust survivors and work to keep the history and lessons of the Holocaust alive in order to ensure that new generations will apply the lessons of the Holocaust to the construction of a more just, humane and tolerant future. Simply stated:

Teach the Lessons, Remember the Events and Honor Survivors and Victims of the Holocaust.

Personal Attributes:

- Highly organized and detailed oriented
- Ability to take the lead in implementing details of program
- Problem solver willing to work to find creative solutions
- Belief that communication is key as part of a small but fast-paced organization
- Caring, professional and sensitive to working with those affected by the Holocaust and other genocides.

Job Responsibilities:

- Primary scheduler for Speakers Bureau and Video program (main contact to schools and members of Speakers Bureau)
 - o Receiving request, finding appropriate speaker and ride if needed –maintain detailed communication
- Maintain and update membership and fundraising lists
- Donor acknowledgments
- Team member/support in all programming implementation
- Maintain organized office (computer, work space)
- Assist Executive Director in building e-newsletter and other communication projects.
- Other assignments as required
- Must have a NYS drivers license and access to car (at times will be required to drive for work-related activities)

Job Qualifications:

- Computer skills - Must be adept in use of MS Office 2010 or later, particularly Word, Excel and Publisher
- Knowledge of Holocaust, genocide and familiarity with Jewish religion and customs is as asset.

Compensation:

- Hours – 15 hours a week (\$15/hour)
- Mileage is a benefit for work related activities
- Hours to be submitted bi-weekly to Executive Director

How to apply: send resume, cover letter and two work related references to mara@hrcbuffalo.org