

MJFLA Administrative Coordinator Job Posting

Milwaukee Jewish Free Loan Association (MJFLA) is a local non-sectarian, nonprofit organization that offers interest-free loans to help people with temporary financial needs. MJFLA is a lean, one full-time and one part-time person operation that has been successfully serving the community for over 15 years. Find more information at www.mjfla.org. We are seeking a passionate, skilled, and energetic Administrative Coordinator with excellent people skills, the ability to wear many hats, strong organizational skills, and a positive attitude. Resumes with letters of interest may be sent to info@mjfla.org.

Job Summary

The Administrative Coordinator (A.C.) will offer support for many aspects of the organization and will assist and provide backup for the Executive Director, working hand-in-hand. The A.C. will be supervised by the Executive Director and will work alongside them to effectuate MJFLA's mission and vision to serve the community. The A.C. will assist in responding to inquiries regarding our loan program via email and phone and may be the first contact for people reaching out to MJFLA for assistance. They will use interpersonal communication skills to offer support by listening, answering questions, and helping with application submissions. Additionally, the A.C. will run and review credit history reports, process loan disbursements, and track loan payments. The A.C. will support fiscal stewardship by managing the intake of donations and grants, along with developing acknowledgement letters and preparing donor reports. The A.C. will communicate with potential community partners to increase awareness of our organization, thus enabling the organization to continue to increase the number of people served. MJFLA's A.C. has a direct impact on the lives of thousands of individuals and families in southeastern Wisconsin.

Qualifications

- A passion to help people, paired with the ability to kindly turn down requests for assistance from those who do not meet the requirements of this program
- Eagerness for community outreach and the desire to make efforts to fulfill the mission of the organization
- Strong organizational skills, attention to detail, and ability to prioritize multiple tasks
- Excellent customer service and a high-level of emotional intelligence and discretion
- Excellent written and verbal communication skills; Spanish a plus
- Ability to work independently, yet aware of when consultation with others is necessary
- A strong sense of integrity in keeping confidential information private
- Willingness to dive in to perform the variety of tasks needed for MJFLA to remain successful
- Availability to attend in-person meetings and events in southeastern Wisconsin
- Bachelor's Degree preferred - will consider candidates with a wide range of applicable experience in nonprofit management or related field
- Proficiency in Microsoft Office (Word, Excel), Google Drive, etc. Experience with DocuSign, WIX, and CRM software a plus
- Willingness and ability to learn specialized software and processes related to loan administration
- Ability to pass a criminal background check, as permitted by law

Compensation and Benefits:

- Salary between \$25,000 to \$30,000 per year, commensurate with experience and qualifications
- Flexible work hours, between 20-25 hours/week, regular in-office hours as well as an opportunity for remote work, while continuing to meet the needs of clients and the organization
- Paid office holidays, including Jewish holidays, as listed on MJFLA.org