



## ADMINISTRATIVE COORDINATOR

**THE HEBREW FREE LOAN SOCIETY (HFLS)** fosters financial stability and opportunity among low- and moderate-income New Yorkers by providing access to safe, affordable credit in the form of interest-free loans. HFLS loans make an immediate, concrete difference in the lives of our borrowers, enabling them to invest in their education, start a business, meet emergency expenses, and more.

HFLS serves people of all religious and cultural backgrounds, regardless of immigration status or credit history. Currently, HFLS has \$20 million in loans outstanding to more than 2,600 borrowers, and we strive to help more people every year.

**JOB SUMMARY:** The Administrative Coordinator is a new role at HFLS with a diverse array of responsibilities spanning office administration, reception, and administrative support. The Coordinator will interact with Board members, loan applicants, donors, and vendors in addition to HFLS's 15 current staff members.

Primary responsibilities will include managing office organization, supplies orders, and the organization-wide calendar; handling general phone and email inquiries; greeting and directing office visitors (when HFLS staff return to in-office work); and administrative assistance for the CEO and Deputy Director.

This position requires strong organizational skills and attention to detail; the ability to communicate effectively with diverse constituencies; proficiency in Microsoft Word, Excel, and PowerPoint; and relevant experience in office administration and/or customer service.

This is a full-time position reporting to the Deputy Director, based at the HFLS office in midtown Manhattan (though HFLS is currently operating remotely and will continue doing so until further notice). The annual gross salary range is \$45,000-\$50,000 based on relevant skills and/or experience, with competitive benefits. HFLS is an equal opportunity employer.

**START DATE:** Immediate

**TO APPLY:** Send a resume and cover letter to [jobs@HFLS.org](mailto:jobs@HFLS.org) with “[Your name]: Administrative Coordinator” in the subject line. Applications will be reviewed on a rolling basis. HFLS is currently operating remotely, and the hiring process for this role will be conducted by email, phone, and Zoom.

For an online version of this job announcement, visit <https://hfls.org/job-opportunities>. To learn more about HFLS, visit [HFLS.org](http://HFLS.org).