



ADMINISTRATIVE COORDINATOR

THE ORGANIZATION

The Hebrew Free Loan Society (HFLS) advances economic stability and opportunity for lower income New Yorkers within and beyond the Jewish community by making safe, affordable interest-free loans.

HFLS is the largest nonprofit interest-free lender in the United States. We have been making loans based on financial need to borrowers of all backgrounds since 1892. HFLS maintains a repayment rate above 99%, the result of a unique lending model that relies on guarantors to prevent default. As our loans are repaid, the capital is lent out again and again, helping more people and multiplying impact over time.

HFLS has a strong and supportive work culture and a reputation for innovation and leadership in the field. This year HFLS will lend more than \$30 million to nearly 2,000 households, and we strive to help more people every year.

THE OPPORTUNITY

HFLS seeks a full-time **Administrative Coordinator** to carry out a wide array of activities essential to HFLS's daily operations, to support the Board of Directors, the President & CEO (supervisor) and the Deputy Director, and to engage in special projects to further the organization's mission. The Administrative Coordinator will interact with staff members across the organization and regularly communicate with applicants and borrowers, Board members and donors, and third-party vendors.

PRIMARY RESPONSIBILITIES

Board administration

- Manage the Board, Committee, and Board Alumni lists, contact information, and terms
- Manage the Board Member Resources folder in Box, including uploading and updating information and helping new Board members access the folder
- Schedule and prepare for Board and Committee meetings, including Board Book compilation and room reservations, AV, and food orders for in-person Board meetings
- Liaise with and support the Board Chair as needed
- Conduct annual Conflict of Interest survey

Executive assistance & special projects (for/with Deputy Director and CEO)

- Assist with preparation of documents, presentations, and other materials
- Schedule meetings, calls, and travel as needed
- Engage in data collection, online research, and special projects as requested
- Assist with coordinating and staffing public events or gatherings (infrequently)

Office administration

- Maintain HFLS-wide calendar and staff contact list; coordinate staff meetings and outings
- Respond to/direct inquiries received to the main HFLS phone line and primary HFLS email address; set up office closing messages
- Welcome and direct office visitors, prepare office for in-person meetings (infrequently)
- Manage phone provider and HFLS Google, Box, and Zoom accounts
- Liaise with building facilities regarding deliveries, visitors, fire safety, and office needs
- Order office, kitchen, and organizational supplies; maintain office organization

THE CANDIDATE

This is an excellent opportunity for an outgoing, organized candidate with strong communication skills. The ideal candidate is a person who enjoys interacting with many different people and takes a customer service-oriented approach to their work.

Must Haves:

- Commitment to HFLS's mission and core values
- At least two years of professional experience in administration and/or customer service
- Extremely organized; able to devise and implement systems that keep large amounts of information accessible, accurate, and up-to-date
- Self-directed and a team player; able to function well independently and in a dynamic, collaborative environment

Helpful, but not required:

- Knowledge of or experience with NYC-area nonprofits that serve low- and moderate-income clients
- Experience using Salesforce
- Foreign language proficiency

POSITION DETAILS

Reports to: President & CEO

Type: Full-time/Exempt

Start Date: May-June 2025

Location: Greater NYC area. Must be able to work from HFLS's midtown Manhattan office at least one day per week (hybrid work schedule) and attend in-person Board meetings (four per year) and other meetings or events when required (infrequently).

Compensation: \$53,000-60,000 per year depending on experience. Benefits include health, vision, and dental insurance and retirement plan with employer contribution. Generous paid time off including Jewish and civic holidays. Financial support for professional development courses and certifications relevant to the role.

To apply, please send a resume and cover letter to Jobs@HFLS.org with “[Your name]: “Administrative Coordinator” in the subject line. Applications will be reviewed on a *rolling basis*.

To learn more about HFLS, visit www.HFLS.org.