

## **Governance Liaison (Part-Time)**

**ABOUT:** Jewish Community Services of South Florida (JCS) is the foremost non-profit, human services agency whose mission is to improve the quality of life and self-sufficiency of the Jewish and broader communities throughout South Florida in accordance with Jewish values. Founded in 1920, JCS delivers exemplary social services through compassionate and comprehensive programs that help people stay healthy and productive.

### **POSITION SUMMARY:**

The Governance Liaison serves as a primary support to the Director of Quality Improvement and the Chief Executive Officer (CEO) in support of the JCS governance model by serving as a point of contact to volunteer board members, coordinating and participating in virtual and in-person meetings, and managing governance databases and documents. This individual also drafts and coordinates communications, including verbal responses and the preparation of written correspondence, reports, official business meeting minutes, and presentations. Maintains executive and confidential files and databases, and coordinates cross-functional special projects.

### **RESPONSIBILITIES:**

- Serves as the central concierge to members of the Governing Board and three Committees (Internal Relations, External Relations, and Leadership and Governance); responding to queries regarding policies and practices and providing requested reports and documents relevant to board initiatives/activities.
- Coordinates meetings of the Governing Board and the existing Committees. Attends meetings, scribes minutes and prepares draft minutes. Prepares agendas and supporting documentation, from information received during previous meetings. Coordinates in-person or virtual meeting logistics with the JCS team.
- Provides support as needed to the newly developed JCS Legal Advisory Council - a group of pro-bono legal experts that provide legal consultation and support to the agency as needed.
- Maintains files and databases required by the Director of Quality Improvement and the CEO. Serves as an administrative liaison to the Board as needed.
- Drafts correspondence and reports for the Chairperson of the JCS Board of Directors and/or the CEO's signature for both internal and external communication.
- Drafts presentations and assembles materials as needed.
- Assists in the development, review, and/or revision of general and board-related JCS policies and procedures as appropriate in accordance with legal, best practice, and compliance standards.

## MINIMUM QUALIFICATIONS:

- Bachelor's degree in Public Policy, Business, Public Administration, or related areas Professional experience may substitute on a year-to-year basis.
- Experience in a Leadership/Governance supporting role strongly preferred.
- Legal/policy or research experience is highly desired.
- Outstanding written communication skills and interpersonal skills. Ability to write clearly, edit work for spelling and grammar with various writing style to meet needs. Presents numerical data effectively. Able to read and interpret written information and run/prepare reports and
- Proficient in Microsoft Office software to include Excel spreadsheets, reports, Power Point and Word.

## COMPETENCIES:

To perform the job successfully, an individual should demonstrate the following competencies:

- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- **Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- **Diversity** - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment; Builds a diverse workforce.
- **Ethics** - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
- **Judgment** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- **Motivation** - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

- **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- **Dependability** - Follows instructions, responds to management direct responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.

**PERKS:** We are proud to offer a competitive benefits package to all full-time employees, including medical and dental plans. A generous vacation and holiday pay benefit and a 401(k) match is available. Staff receives monthly in-service training and CEU opportunities. This is a one of a kind opportunity for leadership in talent management to contribute to a team of mindful, caring and passionate people at work every day in service to our community!

*JCS is a 501(c)(3) not-for-profit organization and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, disability, gender identity, gender expression, national origin, or veteran status.*

**Status – Part-Time**

To apply please go to [www.indeed.com](http://www.indeed.com) or <https://jewishmiami.org/jworks/jobseekers/#!/search?page=1>