



## **Position: Administrative Associate, Day Schools and Yeshivot**

The Jewish Education Project

Updated May 2019

The Jewish Education Project seeks a full-time Administrative Assistant to support the Day School and Yeshivot team. We are looking for a motivated individual who is detail-oriented, proactive, and organized. The right candidate will be able to step in and assist in ongoing projects and programs and has the ability to stay flexible as the work changes and evolves depending on changing priorities. They will be comfortable with and excited to learn new technologies quickly. They are communicative, flexible, organized, forward thinking, able to prioritize. This is an ideal position for someone beginning his/her career in the non-profit field and who is interested in gaining an understanding of the field through hands-on and diverse activities. An interest in the Day School and Yeshivot landscape is desirable.

### **Who We Are:**

The Jewish Education Project inspires educators, clergy, principals and lay leaders with new ideas, skills and invaluable networks. Our goal is to lead our children and families to be their best selves, feel more connected to Jewish community and make the world a better place. Our organization is nationally renowned for our leadership training, creative educational experiences and expertise in relationship-building. The Jewish Education Project's impact can be seen through 800 educational programs in New York City, Westchester and Long Island, engaging over 160,000 Jewish children, teens and families of all backgrounds.

The day school/yeshiva enterprise in New York City comprises hundreds of schools and a student population of over 100,000 and growing. The human and financial resources needed to drive towards excellence and innovation is breathtaking in its scope and scale. Beyond the numbers, the New York day school and yeshiva community also encompasses subsectors that are vastly dissimilar – in their ideologies, their approaches to governance and leadership, in their educational priorities, and in the learning needs of their student populations. Indeed, our schools range from those that compete with the city's most cutting-edge private and public institutions to those that cannot afford to hire trained teachers.

### **Responsibilities:**

- Manage email correspondence on behalf of team.
- Schedule, set up, and manage resources for team meetings.
- Point person and event manager for team programming (workshops, retreats, conferences, etc.), including periodic early morning/late evenings
- Create reports from and manage team activity within Salesforce, and log interactions.
- Lead on organizing and providing data for teams' reports to grantors.
- Process invoices and receipts for program-related grants and expenses.
- Manage budgets for granted programs.
- Act as team's social media coordinator.
- Update website, catalogs and data base for teams.
- Point-person for team's educator survey distribution.
- Manage team-specific as well as some ongoing agency-wide administrative logistics
- Design, introduce, and implement organizational systems to streamline their and teams' work.
- Support teams with programmatic, tech, and agency systems.
- Act as first-line backup coverage for reception desk.
- Provide general agency support as needed.

### Who You Are:

- Bachelor's degree preferred. Candidates enrolled in evening/weekend programs in pursuit of bachelors will be considered.
- Demonstrated ability to prioritize and manage multiple assignments in a fast-paced environment.
- Excellent communication skills, including ability to confidently communicate through email and phone on behalf of the team, top-notch editing and proofreading skills, propensity for taking accurate notes in meetings and ability to articulate complex ideas to teams, supervisors and stakeholders.
- Adaptable and willing to take on new and changing efforts as our work continues to develop.
- Strong interpersonal skills - ability to develop relationships with a wide variety of people.
- Computer savvy, comfortable with new technologies, and highly competent in Microsoft Outlook, Word, Excel, Google Forms/Docs/Sheets, Meeting Wizard, Power Point, and social media. Experience with Salesforce and Zoom meeting platforms a plus. Ability to learn electronic systems quickly.
- Creative and resourceful problem-solving skills; ability to adapt to changing priorities and evolving goals with a forward-thinking mindset.
- Displays leadership and initiative in all aspects of work. Is a self-starter who takes responsibility and ownership of his/her portfolio of work.
- Proven ability to work well independently and in teams. Actively makes contributions to the greater team environment.
- Diligent, hardworking and well organized with a professional demeanor.
- Persistent with good intuition, a can-do attitude and an entrepreneurial spirit. Self-driven, ambitious, and can hit the ground running.
- Positive attitude and commitment to The Jewish Education Project's mission.

### What We Offer:

- Salary information will be shared upon invitation for first interview.
- Comprehensive benefits package
- Retirement plan
- Commuter benefits
- Early close on Fridays for Shabbat
- Closed for most Jewish holidays
- Shortened summer hours
- A positive working environment with exposure to great learning opportunities and a chance to meet and work with some of the top professionals in the field of Jewish Education

### How to Apply:

- Please send a resume and detailed cover letter to [careers@JewishEdProject.org](mailto:careers@JewishEdProject.org). Please include the job title in the email subject line.
- The Jewish Education Project is an equal opportunity employer.

**Location:** 520 Eighth Avenue, 15th Floor, New York, NY 10018

*The Jewish Education Project aims to select, place and train the best qualified individuals based upon relevant factors such as work quality, attitude and experience, so as to provide equal employment opportunity for all our employees in compliance with applicable local, state, and federal laws and without regard to non-work related factors such as race, color, religion/creed, gender, national origin, age, disability, marital status, sexual orientation, veteran status, or any other protected class. We encourage and support diversity and tolerance in our workplace.*