



Executive Assistant to the Chief Executive Officer

The Jewish Education Project
New York, NY

The Jewish Education Project has become a locally and nationally recognized leader in mobilizing educators to become change-agents in the various settings in which they work. We have the history and credibility to work with educational leaders, having built enduring relationships with hundreds of educational institutions and having engaged with thousands of educators from across the spectrum of Jewish life, both inside and outside the religious continuum.

Our organization has been devoted to ensuring that Jewish education is in tune with the forces that impact our world and our communities in a changing environment. We believe that great ideas (research/ knowledge) influence the people (leaders) who can bring about new models in Jewish education to meet the realities of the changing world in which we live.

We are committed to being at the forefront of ensuring that Jewish education remains relevant and meaningful in the lives of Jewish youth and their families today and tomorrow. For more information about The Jewish Education Project, please visit www.jewishedproject.org

Position Overview

The Jewish Education Project seeks a full-time **Executive Assistant** to perform routine and confidential administrative tasks in support of the CEO. We are looking for a motivated individual who is detail-oriented, proactive, and organized, able to support and manage many aspects of the priorities of the organization. The successful candidate will anticipate needs, problem solve and respond in a timely manner to both current and future needs. He/she will work as a liaison for key internal and external constituents.

Reporting to the CEO, the position requires tact and integrity due to the frequency of high level internal and external contacts and exposure to confidential, sensitive, and privileged information.

Essential Duties and Key Responsibilities

- Provide strategic administrative support to the CEO and support the optimal use of executive time and resources
- Complex calendar management including scheduling and prioritizing meetings, speaking engagements, calls, and material preparation
- Manage intricate travel arrangements including flights, hotel, transportation etc.
- Anticipate the CEO's needs and proactively bring together appropriate people and other resources to support the CEO in addressing issues
- Receive and initiate extensive, regular outside contacts on behalf of the CEO with board members, Jewish communal executives, program partners, lay leaders, and philanthropists
- Assist with research, writing, and editing correspondence, speeches, articles, and other communication
- Coordinate with senior management regarding projects, reports, requests, and meetings
- Serves as project manager for special projects as assigned, which may include planning and coordinating presentations, events, disseminating information, research and collecting data
- Play a key role in donor relationship management
- Serve as the face of the CEO to donors and visitors
- Attend meetings, take notes, clarify next steps, and follow up on assignments.

Experience, Qualifications, and Competencies

- Minimum 5-7 years in an executive assistant or project management capacity
- Well-organized and a strong attention to detail with the ability to be flexible in a fast-paced environment.
- Ability to work under pressure, handle multiple projects simultaneously and meet aggressive timelines
- Discretion and unparalleled judgment dealing with confidential information.
- Ability to think strategically, anticipate the needs of the CEO and implement them as deemed appropriate.
- Unwavering commitment to accuracy, thoroughness, and quality work product
- A consummate team player who can work cross-functionally and can manage internal and external relationships
- Interpersonal skills, temperament, warmth, and tact to represent the CEO and the organization
- Problem solver with top notch planning and prioritizing skills.
- Ability to develop and cultivate trusted relationships
- A persuasive and passionate communicator, both written and oral
- A self-directed professional who has passion, humility, integrity, and a positive attitude
- Excellent computer and technology skills; proficient in MS Office, including Word, Excel, PowerPoint, and Outlook
- Knowledge of the Jewish communal landscape and experience in the nonprofit field a plus
- Performs other duties as required.

What We Offer

- Three weeks paid time off in year 1; increasing incrementally on a set schedule
- Comprehensive health insurance
- 401k plan
- Commuter benefits
- Early close on Fridays for Shabbat and closed for most Jewish holidays
- Shortened summer hours
- A positive work environment with exposure to great learning opportunities and the chance to work with some of the top professionals in the field of Jewish Education

How to Apply

- Please submit resume and cover letter to careers@JewishEdProject.org. Please include the job title in the email subject line
- The Jewish Education Project is an equal opportunity employer

Location: Remote until September 8, 2020 / 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.