



Administrative Associate

The Jewish Education Project
New York, NY

Opportunity for Impact

The Jewish Education Project is at the forefront of ensuring that Jewish education remains relevant and meaningful in the lives of Jewish youth and their families today and tomorrow. We inspire and empower educators to create transformative educational experiences for Jewish youth and their families so they can thrive as Jews and in the world.

The Jewish Education Project, a New York-based agency and beneficiary of UJA-Federation of New York, works closely with educational leadership in day schools, congregations, early childhood settings, teen programs and beyond to spark and spread innovative approaches that expand the reach and increase the impact of Jewish education for children, teens, and families. We offer training, thought leadership, and partnerships, and we touch the lives of hundreds of thousands of children and their families each year. With a focus on serving New York (the five boroughs of NYC, Westchester, and Long Island), The Jewish Education Project is also engaged in a number of national initiatives supported by major foundations. The Jewish Education Project has established itself as a leading organization in transforming Jewish education.

For more information about The Jewish Education Project, please visit www.jewishedproject.org

Position Overview

The Jewish Education Project seeks to welcome a full-time, **Administrative Associate** as a member of the Jewish Education and Engagement team. We are looking for a motivated individual who is proactive, detail-oriented and organized. A successful candidate will be able to juggle multiple projects, people, and priorities.

Key Responsibilities

- Support multiple areas with programmatic, tech and agency systems
- Schedule, set up, and manage resources for webinars/web series as well as internal and external meetings and retreats
- Function as point person and event manager for both virtual and in-person network meetings, retreats, conferences, and workshops (scheduling, room reservations, ordering food, making nametags, etc.) necessitating some scheduling flexibility
- Develop marketing materials, including social media posts, update web pages, and send out emails/event launches on behalf of program initiatives
- Manage portfolio-specific administrative logistics
- Manage content and data entry into multiple systems including Salesforce and our educator portal; generate related reports based on these inputs
- Serve as Zoom webinar tech support for virtual network meetings, workshops, etc.
- Generate programmatic resources, documents, and PowerPoint presentations (format, design, logos, fonts, etc.)
- Assist with managing programmatic grants and budget reporting
- Provide general agency-wide support as needed.

Experience, Qualifications, and Competencies

- Extremely organized, including a demonstrated ability to prioritize and manage multiple assignments in a fast-paced environment
- Proficient with most of the following, with strong ability to learn new software/tools and support others in learning:
 - Pardot or comparable email marketing platform
 - Microsoft Office (Outlook, Word, Excel, and PowerPoint)
 - Google Suite
 - Zoom, WebEx, Adobe Connect or another similar online meeting/webinar platform
 - Salesforce, DonorPerfect, or other CRM programs
 - Some experience with managing the backend of a website or coding

- Strong people skills - ability to develop relationships with a wide variety of people
- Disciplined and flexible; takes responsibility and ownership of his/her/their portfolio of work
- Proven ability to work well independently and in teams
- Ability to work with sensitive and confidential information
- Positive attitude and commitment to The Jewish Education Project's mission
- Entrepreneurial self-starter; a problem solver with top notch planning and prioritizing skills
- A persuasive and passionate communicator, both written and oral
- Candidates with diverse racial, cultural, educational, and experiential backgrounds are urged to apply.

What We Offer

- Three weeks paid time off in year 1; increasing incrementally on a set schedule
- Comprehensive health insurance
- Paid family leave
- 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
- This is a Union position with a set starting salary of \$60,000.

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: Hybrid work with three days virtual and two days at 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.