

Position Available: Assistant Director

J-JEP is a Jewish education program for K-8 grade; it is a joint program between Beth Shalom and Rodef Shalom Congregation and is supported by a joint advisory committee from both entities. J-JEP uses a mixture of classroom learning and thoughtful application of Jewish values through the arts. We bring in experiential learning whenever possible and in all ways bring Judaism to our students as something uplifting, meaningful and useful.

About the position:

The Assistant Director reports to the J-JEP Director and the Steering Committee. The AD plays a vital role in the leadership of the program and is responsible for day to day administration, working with faculty, students and parents to ensure a quality Jewish education in a safe, creative and exciting environment. The successful candidate will have a personal commitment to and experience in Jewish education.

The position is full time, permanent, exempt. Sunday and late afternoon hours twice a week are expected while school is in session. The position is housed at Rodef Shalom with an expectation of regular presence at Beth Shalom as needed. (August to June)

Tasks and Responsibilities:

- Manage daily office operations: responding to inquiries and emails, filing, copying, drafting thank you notes, scheduling meetings, and welcoming and receiving visitors.
- Create online registration materials, flyers, ads, weekly newsletters and other communications using Google, Microsoft Office, FormSite and MailChimp.
- Manage and update J-JEP website and social media.
- Create projections for and manage the J-JEP budget. Create and manage J-JEP payroll, purchase orders, reimbursement and check requests.
- Maintain all databases and records including registration and attendance for J-JEP as well as faculty clearances, training, and payroll documentation.
- Manage training of faculty in relevant safety and security procedures, including fire drills, active shooter training, BluePoint, and emergency action plans.
- Provide classroom prep and support to all J-JEP faculty.
- Assist with arrival and dismissal, direct students and families to appropriate locations, and answer questions from J-JEP parents
- Facilitate programming and special events, including food and setup arrangements.

Congregation Beth Shalom Youth:

- Administrative support as needed.

Rodef Shalom Congregation Youth:

- Administrative support as needed.

Qualifications:

- Demonstrated experience working with school registrations and attendance systems.
- Administrative experience including scheduling, purchasing, payroll.
- Exemplary computer skills, including proficiency in Word, Excel, PowerPoint and GSuite as well as database experience.
- Strong organizational and planning skills.
- Demonstrated knowledge of web editing via Wix as well familiarity using various social media platforms and MailChimp.
- Basic design skills and the ability to create ads and flyers.
- Experience creating or implementing curriculum and lesson plans.

Compensation:

Salary range \$37,500-\$41,500. Benefits include health and vision insurance (2% employee contribution), short- and long-term disability, life insurance, employer contribution to 403b retirement plan (after one year). Paid time off includes federal holidays, ten vacation days, one personal day, ten sick days. Flexible work schedule including opportunities to work from home.

J-JEP is a welcoming place to all.

To apply:

Send cover letter, resume and work example (if available) to Rabbi Freedman, RabbiLF@JJEP.org.

Candidates interviewed as resumes arrive.