



## **JOB OPPORTUNITY**

### **Administrative Assistant to Connect Jewish After-School**

#### **Position Objective:**

The administrative assistant will be responsible for providing an effective and efficient administration service for the Connect Jewish After-School program. Reporting to the Director of Jewish Education the job holder will ensure the timely completion of a range of administrative duties.

#### **Essential Functions:**

- Complete room requests and liaise with the facilities department to ensure that rooms are properly set up, in a timely manner, with all the required furniture, equipment and materials.
- Respond to E-mails from parents ensuring any questions are answered in a timely fashion.
- Administer the registration process for enrolments onto the Connect After-School program.
- Ensure that all teaching supplies are available and re-ordered in a timely manner
- Complete the scheduling of Hebrew tutoring sessions along with Bar and Bat Mitzvah dates and appointments with parents and families.
- Undertake general administrative tasks, including filing, photocopying, answering departmental phones.
- On a weekly basis prepare and distribute snacks for those attending the children's program.
- Correspond with families regarding Bar and Bat Mitzvah tutoring as well as Bar and Bat Mitzvah preparation.
- Assist with the billing process to those families that have received tutoring.
- Assist with processing of payroll for tutors including submitting required time sheets to the payroll departments.
- Provide assistance to the Director of Jewish Education on special projects including Shabbat Dinners and graduations.
- On occasions provide weekend coverage for Bar/Bat Mitzvah events.

#### **Skills and Experience Required:**

- Strong administrative and clerical skills, accompanied with proficiency in the use of Microsoft Office.
- Previous experience working in administrative capacity with keen attention to detail required.
- Ability to multitask, prioritize and demonstrate excellent time management skills.
- Excellent interpersonal & assertiveness skills.
- Effective team worker who can demonstrate a collaborative approach when working with colleagues along with the ability to work independently.
- Experience and interest in cultural and Jewish educational programming.

#### **Hours of work:**

Up to 14.5 hours per week, with a typical schedule of Monday, Tuesday and Thursday 2:00pm to 6:30pm. However some work on weekends may be required rather than Thursday afternoon.

If you are interested in applying please email a cover letter and resume, with Connect School, as the subject heading, to [Humanresources@92Y.org](mailto:Humanresources@92Y.org) or by fax on 212-415-5490

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