



Position: Executive Assistant & Operations Manager

Description: The Jewish Democratic Council of America (JDCA) is seeking a full-time Executive Assistant & Operations Manager to support JDCA's Chief Executive Officer (CEO). The Executive Assistant & Operations Manager will serve a key role in a fast-paced and growing organization, reporting directly to the CEO. Applicants must be detail-oriented and possess very strong communication and organizational skills.

Responsibilities

The Executive Assistant & Operations Manager will hold day-to-day responsibilities that are vital to the organization's operations, and will also work in partnership with JDCA staff to implement strategic priorities and initiatives. Responsibilities include, but are not limited to:

- Serving as the primary scheduler for the CEO, proactively managing scheduling needs and logistics, including meeting, speaking, and interview requests.
- Performing administrative duties, including scheduling and staffing meetings for the CEO, Board of Directors and its committees.
- Coordinating the onboarding and offboarding processes, ensuring staff have the necessary materials, and implementing the benefits program.
- Tracking JDCA's subscriptions, bills, staff overtime, and vacation days.
- Serving as an operational point of contact for JDCA consultants and staff.
- Fielding and responding to calls and emails sent to the organization.
- Creating systems and processes to streamline organizational operations.
- Overseeing the hiring process by drafting and posting job descriptions, outlining an interview process, and screening candidates for roles.
- Leading annual staff planning meeting; working with CEO to coordinate staff performance reviews throughout the year to ensure JDCA is achieving its strategic objectives.

Qualifications

- Exceptional verbal, organizational, and writing skills, as well as attention to detail.
- 3-5 years of work experience preferred, including supporting principals.
- Nonprofit and/or political experience preferred.
- Demonstrated ability to work well under pressure, handle multiple projects simultaneously, and manage work under tight deadlines.
- Proficiency in Microsoft Office applications (Word, PowerPoint and Excel) and Google Suite (Gmail, Google Calendar, Google Docs and Drive).
- Bachelor's degree required.

There is great opportunity for growth and mobility in this position. The salary ranges from \$50,000-\$75,000. Salary commensurate with applicant's qualifications. Generous benefits package.

TO APPLY: Send a cover letter and resume to info@jewishdems.org. Please note "Executive Assistant & Operations Manager" in the subject line.