

Part-time Administrative Assistant, Cleveland Jewish Collective

Cleveland Jewish Collective (CJC) is seeking a part-time administrative assistant who will work closely with the Rabbi and volunteer leaders to support our community, with a focus on communications, volunteer coordination, accounting, and membership data.

CJC is a young and growing volunteer-driven Jewish community in northeast Ohio. Our membership stretches from Oberlin to Alliance but is concentrated in the near East suburbs of Cleveland. We gather for holidays and Shabbat, using a wide range of modalities, such as: embodied practice, prayer, song, hikes, creating art, learning, cooking and sharing meals together. These spiritual practices help us to nourish our bodies and souls, foster and deepen relationships, and resource ourselves to fight for justice. We regularly engage in justice work, holding rituals at protests, and collaborating with other advocacy and activist groups in Northeast Ohio.

As a community, we honor our diverse identities, ages, experiences, religious beliefs, and spiritual practices, so that we each can show up as our full selves. We strive for intentional inclusion and are committed to co-creating a space of sacred belonging for those who have been marginalized based on their identities and/or politics. (More info: www.clevelandjewishcollective.org/)

Key Responsibilities:

- Communications (email newsletter, social media, website, online registration forms)
- Volunteer Coordination
- Accounting (monthly PNLs, tracking donors)
- Updating membership data and setting up new members in our systems
- Creating systems as needed for above responsibilities
- Other administrative tasks as needed

Ideal Candidate:

- Strong written and verbal skills, ability to communicate professionally and compassionately
- Strong time management, ability to prioritize
- Ability to work both independently and as a collaborative team player
- Previous success at creating systems/workflows
- Comfortable delegating
- Takes initiative
- Adaptable
- Good at logistics
- Detail oriented
- Problem solver
- Willing to ask for help
- Exercises discretion & confidentiality when handling sensitive information

Qualifications:

- Experience or education in nonprofit management or administration
- Students of nonprofit management or administration (college or graduate) are encouraged to apply
- Candidates are encouraged to apply regardless of religious affiliation

Must be familiar with or able to easily learn:

- Google Drive and similar
- Mailchimp or similar
- Facebook, Instagram, Discord
- Canva/graphic design
- WordPress
- Zoom
- Email & text
- Must have reliable access to a computer and internet

Hours & Compensation:

- 5-10 hours per week (with potential for additional hours as the community grows)
- Mostly weekdays (schedule to be determined together)
- This position is mostly remote, but we may occasionally need in-person support at meetings or events on weeknights or weekends
- \$18-25/hour, depending on experience

To apply, please send a cover letter and resume to: Rabbi Miriam Geronimus
rabbi@clevelandjewishcollective.org by April 17th. Applications will be considered on a rolling basis.