

**Position:** Educational Services Associate, Commission for Jewish Education (CJE)

**Reports to:** Senior Director

**Position Summary:**

The mission of the CJE is to enrich and strengthen Jewish life and education throughout the greater Palm Beaches. Its objective is to offer compelling and creative pathways for Jewish life and engagement that strengthen meaningful and lasting connections to the Jewish community.

This position is an exciting opportunity for an exceptional candidate to join our growing team of devoted and skilled professionals who are committed to promoting Jewish life throughout the community in a dynamic, supportive and highly collaborative environment. The **Educational Services Associate** will facilitate the administrative functions of the programs of Professional Development and Educational Services and Special Needs Education of the Commission for Jewish Education (CJE), a department of the Jewish Federation of Palm Beach County.

**Essential Duties and Responsibilities**

- Facilitate the logistical planning and organization of trainings, meetings, conferences and workshops for the areas of:
  - Professional Development & Educational Services
  - Special Needs Education including the J.N. Somers Yad Hebrew School for Children of Differing Abilities
- Schedule meetings and reserve meeting rooms and related administrative functions to facilitate the activities of the Professional Development Advisory Council, Educators Council and Early Childhood Educators Council
- Prepare and distribute meeting agendas and meeting minutes for the Professional Development & Educational Services and Special Needs Education committees
- Foster relationships with donors, volunteers, program participants and community partners
- Serve as the welcoming face of the department and the Jewish Federation, answering and routing phone calls and inquiries to appropriate personnel
- Sort and process incoming and outgoing mail
- Other functions as directed by the Senior Director or Chief Learning Officer

**Qualifications and Success Factors**

- Ability to work both independently and cooperatively within a team-oriented atmosphere.
- Passion for life-long learning and an appreciation for reflective and responsive practice
- Ability to multi-task, prioritize and manage multiple projects, with attention to detail and follow-up.
- Active understanding of the Jewish world, religion, tradition, and values
- Creative approach to programming
- Strong organizational skills required
- Excellent written and oral communication skills
- Experience working with lay volunteers
- Strong knowledge of office computing, including Microsoft Office (Word, Excel, PowerPoint) and advanced database skills
- Adobe Creative Suite and basic website management skills a plus

For further information and to apply, contact Lynne Lieberman at [Lynne.Lieberman@JewishPalmBeach.org](mailto:Lynne.Lieberman@JewishPalmBeach.org) or 561-209-2606

*This is a full-time, non-exempt position with competitive benefits.*