

EXECUTIVE ASSISTANT SUPERSTAR! (Definition: A super-smart, resourceful, cheerful person with a true “can do” attitude who is an amazing writer, comfortable with tech such as Zoom, Dropbox, Google docs, Instagram, Facebook, Twitter, etc. and ready to roll up her/his sleeves and jump into a variety of projects.)

About JewBelong.com

We are a mission-driven team of unconventional thinkers, problem-solvers, optimists, and activators, and we are passionate about the good that Judaism (secular and not) brings to the world. We founded JewBelong.com to significantly increase and strengthen the Jewish community by reaching the enormous population of Disconnected Jews (DJs) that many Jewish organizations leave behind. Our unique approach relies on broad, break-through advertising (out-of-home and digital) to target and engage DJs, and often their non-Jewish partners. Put simply, JewBelong is rebranding Judaism and building lasting connections by leading with “the good stuff.” We’ve recently added fighting the growing, vicious levels of antisemitism in the United States to our mission. More about that [here!](#)

Day-to-day

Here’s an idea of how you will spend much of your day, but flexibility and being able to prioritize is key!

- Monitor one very busy e-mail inbox in real time. Draft responses and respond to e-mails that do not require input accordingly. Keep track of what needs follow-up. (This is where being an amazing writer comes in!)
- Manage Outlook calendar for both professional and personal activities. Coordinate meetings in an efficient way (schedule video conference meetings via Zoom; recommend meeting locations and make reservations, etc.)
- Regularly update Outlook contacts with complete telephone and mailing address information. Add new contacts to nonprofit’s email distribution list.
- Manage driver’s weekly schedule and coordinate for maximum efficiency. Provide train schedules and alternatives when driver is unavailable.
- Schedule travel as needed.
- Answer phones. Utilize call forwarding to personal phone during scheduled work hours when working virtually.
- Troubleshoot technology issues. Manage relationship with technology support partner.
- Prepare materials for meetings including PowerPoint and physical items needed for in-person meetings.

- Manage coordination of webinars and speaking engagements (including ensuring audiovisual requirements are met for in-person events).
- Monitor and reply to nonprofit's social media comments and e-mails. Occasionally post on nonprofit's social media channels.
- Manage expenses and vendor payments, credit card statements, wire transfers and donations for nonprofit. Assist with personal expenses, personal credit card statements and wire transfers as needed.
- Track and manage political donations, as well as charitable donations from two Donor Advised Funds.
- Manage invitations, follow up and guest lists for events.

Skills that you'll need to succeed

- You must be an exceptional writer. This means correct grammar, punctuation, and clear, logical writing 100% of the time. You'll need to be polite, friendly, and professional on the phones at all times as well.
- The right person will have a can-do, professional attitude and enjoy being involved in a wide variety of projects. Ability to prioritize multiple tasks, work effectively under deadlines, and take direction.
- Experience/expertise with posting on social platforms (feed and stories), including Instagram, Facebook and Twitter.
- Technical fluency: Interest in the latest technical advances is VERY important. This will help you do your job as efficiently as possible and help keep us on top of our technological games as well. The more you can outsource to the latest app the better! Affinity for all technology, understanding of cloud-based systems, latest apps, security, and overall knowing how to make technology easier for us.
- Minimum of six years of executive assistant experience or, a combination of training, education, and experience that provides the required knowledge and abilities.
- Confidentiality, discretion, and trust are extremely important and are crucial to success.
- Experience with Adobe Suite is a big plus!

Location

You'll work out of a home office in Summit, NJ. The house is a fifteen-minute walk from the Summit, NJ train station. We will be moving into New York City in early 2022. Our home has multiple rescue dogs.

Hours

Hours are Monday thru Friday, approximately 9:00am until 6:00pm, yet there is also the need for flexibility. Although we are not likely to text you during off hours, there will be times we will for time-sensitive questions, etc.