



**Job Description**  
**Jewish Community Relations Committee Associate**  
**Jewish Federation of Northern New Jersey**

**Department:** Jewish Community Relations Committee (JCRC)  
**Reports to:** Director of the Jewish Community Relations Committee (JCRC)  
**Status:** Full-time Non-Exempt Position  
**Location:** Northern New Jersey

**Background info:**

Jewish Federation of Northern New Jersey is a non-profit philanthropic organization dedicated to creating a vibrant Jewish community in northern New Jersey. Federation cares for those in need, deepens engagement in Jewish life, and strengthens the bonds among Jews in northern New Jersey area, in Israel, and around the world. Its primary functions are community planning and allocations, financial resource development, and leadership development.

**Position Summary:**

The Jewish Community Relations Committee Associate is responsible for supporting the oversight and execution of the public affairs agenda of Jewish Federation of Northern New Jersey, primarily with functions related to communications and support for the department. The successful candidate must be highly organized, energetic, and sufficiently flexible to handle multiple assignments in a fast-moving, dynamic environment.

**Responsibilities:**

- Assist in the development and implementation of the community relations programming that focuses on Federation's priorities in the Jewish Community Relations Committee's purview. At this time those are: Israel advocacy, combating anti-Semitism (and BDS), and government relations.
- Provide support to the department Director, including scheduling, preparation of expense reports and correspondence, making travel arrangements, and handling phone calls.
- Assist in the creation of programming and content for adults of all ages, as well as high school students.
- Manage multiple calendars, including the Director's schedule and the department's engagements.
- Draft, edit, and proofread memos, and external correspondence.
- Maintain and organize documents, files, and information which include electronic and written communication, and financial reports relating to the department.
- Schedule, coordinate, attend, and provide logistical support for events, meetings, and other activities. Handle invitations and RSVPs, food orders, vendors, and set-up. Prepare meeting materials.
- Provide administrative support in the preparation of reports, charts, PowerPoint presentations, and mailings.
- Monitor local, national, and international news.
- Update the database with necessary information, including tracking changes in company contacts, event attendees, committee members, volunteers, and vendors.
- Attend the department's programming in the evening when applicable.



- Other relevant responsibilities as required by supervisor.

**Qualifications and Skills:**

- Bachelor's degree.
- Strong computer skills including Word, Excel, Outlook, PowerPoint, Publisher, and Access.
- Capacity to learn new programs is required.
- Excellent written and verbal communications skills.
- Excellent interpersonal skills, tact, and diplomacy.
- Well-developed organizational and time management skills.
- Well-developed customer service orientation.
- Positive, energetic, and cooperative work style.
- Strong attention to detail and follow-through.
- A self-starter, willing to take initiative.
- A team player, as well as able to work independently.
- Ability to work effectively under pressure.
- Pride and professionalism in work accomplishments.
- A demonstrated commitment to high ethical standards and values.
- Strong personal commitment to Federation's mission.
- Must provide own means of transportation