



Office Administrator

ORGANIZATION BACKGROUND

Young Judaea is a diverse community that educates and empowers Jewish youth to deeply engage with Israel and to lead positive change for the Jewish People, Israel, and the World. For more than 115 years, Young Judaea has inspired Jewish youth of diverse backgrounds to become engaged leaders and inspired activists with a deep personal connection to Israel.

Through a robust continuum of experiences including junior camps, Camp Tel Yehudah, year-round teen programming, Israel immersive experiences, leadership development opportunities, and alumni engagement, Young Judaea develops generations of Jewish and Zionist leaders.

Young Judaea Global (YJG) serves as the coordinating and supporting entity for the movement's national and international programs and is committed to expanding participation, deepening impact, and ensuring the long-term sustainability of the organization and its mission.

SUMMARY OF JOB RESPONSIBILITIES

The Office & Systems Administrator is a part-time position responsible for supporting the day-to-day administrative, operational, and systems needs of Young Judaea Global. This role serves as a central point of coordination for office management, technology administration, data entry, vendor management, and organizational support.

The Office & Systems Administrator helps ensure that staff have the resources, systems, and operational support needed to effectively deliver programs and achieve organizational goals. The position works closely with leadership and staff across departments to maintain efficient office operations, accurate organizational records, and effective internal systems.

This role requires a highly organized, detail-oriented professional who is comfortable managing multiple priorities, supporting both physical and digital work environments, and providing exceptional internal customer service.

CORE JOB RESPONSIBILITIES

Office Administration

- Manage day-to-day office operations and maintain an organized, functional workspace.
- Serve as the primary point of contact for office vendors, deliveries, building management, and service providers.
- Maintain office supplies, equipment, and inventory.

- Support organizational mailings, document preparation, and administrative projects.

Systems Administration

- Assist with administration of Salesforce and other organizational systems.
- Support data entry, record maintenance, reporting, and quality control efforts.
- Maintain digital filing systems and organizational records.
- Assist with user account administration and basic technology troubleshooting.
- Support implementation and adoption of organizational technology tools and processes.

Finance and Administrative Support

- Assist with check processing, expense tracking, and documentation management.
- Support contract administration and vendor documentation.
- Maintain organizational records and compliance documentation.
- Assist with budgeting and administrative reporting as assigned.

Program and Event Support

- Provide logistical support for meetings, retreats, conferences, and special events.
- Support shipping, materials preparation, and inventory management for programs.

Data and Records Management

- Ensure accuracy and consistency of organizational records.
- Support donor, participant, and stakeholder data maintenance.
- Assist with data cleanup projects and routine system audits.
- Generate reports and provide administrative support for organizational projects.

ADDITIONAL JOB RESPONSIBILITIES

Internal Customer Service

- Serve as a resource to staff for office procedures, systems questions, and administrative support.
- Assist with onboarding and offboarding processes.
- Support organizational communications and information management.

Process Improvement

- Identify opportunities to improve efficiency and streamline administrative processes.
- Assist with documenting procedures and maintaining operational resources.

Other Duties as Assigned

JOB COMPETENCIES

- Exceptional organizational skills and attention to detail.
- Strong administrative and project coordination abilities.
- Excellent written and verbal communication skills.
- Ability to manage multiple priorities and deadlines.
- Strong customer service orientation.
- Comfort learning and utilizing technology platforms.
- Ability to work independently and solve problems proactively.
- High degree of professionalism, discretion, and reliability.

EDUCATION AND EXPERIENCE

- Associate's or Bachelor's degree preferred.
- Minimum of 2 years of administrative, operations, office management, or related experience.
- Experience with CRM systems, databases, or administrative software preferred.
- Salesforce experience strongly preferred.
- Proficiency with Microsoft Office 365 and Google Workspace.
- Experience supporting hybrid or remote teams preferred.
- Strong organizational and recordkeeping skills.

POSITION DETAILS

- Part-time position (approximately 20–24 hours per week with possibility of growth into full time).
- In-office Tuesdays and Thursdays required.
- One additional flexible workday on Monday or Wednesday.
- Hybrid position based in New York City.
- Occasional evening or weekend support for major organizational events may be required.

COMPENSATION AND BENEFITS

- Hourly compensation commensurate with experience.
- Paid time off in accordance with organizational policy.
- Professional development opportunities.
- Flexible work environment with a combination of in-office and remote work.

Young Judaea provides equal employment opportunities to all applicants and employees without regard to race, color, religion, gender, sexual orientation, gender expression, age, citizenship status, national origin, disability, marital status, or any other protected characteristic established by law.

To apply for this position please send a cover letter and resume to Zach Litif, zach.litif@youngjudaea.org with the subject line: YJG Office Administrator Application.