



The Academy for Jewish Religion, a pluralistic Jewish seminary located in Yonkers, New York, has an immediate opening for a part time experienced Administrative Assistant.

This position is an on-site position at our location in Yonkers. It is a part-time position, 20-25 hours per week. The hours can be divided into full days or partial days, Monday through Thursday.

Administrative Assistant responsibilities include and are not limited to:

- Development database management
- General secretarial and clerical functions including (but not limited to): scheduling, copying, faxing, data entry, filing, preparing documents and correspondence, maintain orderly reception and other areas
- Retrieve/receive and sort mail and deliveries
- Responsible for office supply inventory maintenance and ordering
- Basic logistics support for on-site programs, meetings & events
- Office errands as needed

Qualifications required:

- Advanced MS Office skills
- Donor database management
- Familiarity with Google Suite/Google Workplace
- Professional and friendly presentation
- Strong interpersonal skills
- Customer service orientation
- Verbal and written communication skills
- Confidential information management and discretion
- Organized with attention to detail
- Initiative
- Reliability
- Familiarity with graphics design a plus

The Administrative Assistant reports to the Senior Director of Administration.

Applicants should email their resume, cover letter, and full contact information for a minimum of two references to: [ohornprouser@ajr.edu](mailto:ohornprouser@ajr.edu)