



POSITION AVAILABLE: OFFICE ASSISTANT
The Rabbi Jacob H. Epstein School of Jewish Studies
Permanent Part-Time Position

The office assistant reports to the Director of the School and the Board of Directors. School sessions are held Tuesday evenings 6:30 – 8:30 pm in conjunction with the public school calendar. The location rotates among participating synagogues. The Assistant is expected to be present from 5:45 pm to 9:00 pm on school nights. The position is 12 months per year, and the workload varies seasonally between 5 and 30 hours per month. The Assistant must be available for school sessions and functions; the other work hours are flexible, as long as tasks are accomplished in a timely manner. Required skills include Google Docs, Excel spreadsheets, and word processing; desired skills are website and social media maintenance. The assistant is responsible for maintaining school records in good order, including enrollment and tuition matters in conjunction with the bookkeeper. Candidates must be organized, detail-oriented, conscientious, and reliable, and be personable and approachable to the school community. Salary commensurate with experience. ***Interested candidates should email a resume to Cantor Paula Pepperstone, Director, at epsteincny@gmail.com. The posting will remain open until the position is filled.***