

The Jewish Federation of Greater Naples is looking for a part-time Program Assistant

As program assistant, you will work closely with the Program Director, assisting with multiple tasks as needed. You will help create and implement programs for various organizations within the Federation, including adult, children, and family groups.

This job is 15-25 hours per week and will include weekends and evenings as needed. You will work in the office, on location, and virtually.

The ideal candidate will have excellent written and verbal communication skills, the ability to multi-task, and be able to lift and carry boxes up to 15 pounds.

Required Skills

Excel, Word, Outlook

Zoom webinar & Zoom meetings

Qualified candidates, please submit your resume to Renee at rbialek@jewishnaples.org