

Program Assistant (Part-Time)

Location: JCC of Northern NJ offices at JCC Rockland, West Nyack, NY

Schedule: ~15 hours/week (Ideally M/W/Th, 9:30 AM – 2:30 PM)

Compensation: \$25 – \$28 per hour

Reports To: Program & Community Outreach Director

About JCC of Northern NJ

The JCC of Northern NJ creates opportunities for individuals in our community to connect, grow, and learn. Guided by Jewish values, we strive to engage, enrich, and strengthen the lives of everyone we serve.

Why This Role?

Are you a professional looking to apply your skills in a high-impact environment without the 40-hour grind? We are looking for a sharp, organized, and tech-savvy individual who values community and mission-driven work. This role offers the perfect balance for someone managing family, other work, or personal commitments.

Key Responsibilities

Program Administration & Logistics

- **End-to-End Coordination:** Manage the program pipeline from inception to execution, including registration, logistics, and follow-up.
- **Operational Support:** Create registration forms, process payments, and manage supply inventory for mobile outreach.
- **Marketing Collaboration:** Partner with the Marketing Designer to execute tactics; manage the weekly e-blast newsletter and basic social media scheduling.
- **Budgetary Oversight:** Track program costs against budgets and ensure all sponsorship acknowledgments are included in collateral.

Data Management & Analysis

- **CRM Oversight:** Maintain the integrity of our CRM (**NeonOne**) to ensure accurate reporting and troubleshooting.
- **Insights & Reporting:** Run reports to identify trends, assess service gaps, and create concise data summaries for leadership and donors.

- **Grant Support:** Synthesize information from multiple sources to assist in the preparation of grant reports and high-level presentations.
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Qualifications & Attributes

Technical Skills

- **Proficiency:** Experience with CRM systems (NeonOne preferred), JotForm, and Constant Contact (or similar e-blast tools).
- **Design:** Intermediate knowledge of **Canva** for basic collateral updates.
- **Data Literacy:** Ability to manipulate data to "tell a story" for stakeholders and leadership.

Professional Attributes

- **Proactive Problem-Solver:** You don't just complete a task; you understand how it fits into the larger mission and add value accordingly.
 - **Exceptional Organization:** High attention to detail with the ability to manage multiple deadlines simultaneously.
 - **Community Connection:** A genuine interest in the Jewish communal space, Israel advocacy, and philanthropy.
 - **Team Player:** A warm, professional demeanor with the flexibility to adapt to changing priorities.
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Benefits & Perks

- **Competitive Pay:** \$25–\$28/hour.
- **Health & Wellness:** Free JCC Rockland community and fitness memberships, plus personal training discounts.
- **Family Discounts:** 10% off JCC Rockland Camps, plus discounts on Early Childhood enrollment (DKECC), youth sports, and family programming.

How to Apply

Please submit your **resume** and a **cover letter** explaining why this flexible role is the right fit for your current career stage to **info@jccnj.org**. Applications are considered on a rolling basis for a **March/April 2026** start.