



JCCNNJ ACTIVE SENIORS PROGRAM ASSISTANT

Dept:	Active Seniors
Classification:	\$24-\$26 Hourly/In-person
Hours:	Monday-Thursday, 9:30am-2:30pm (25 hrs/week)
Reports To:	Director of Active Seniors
Location:	Kol Dorot/River Edge (T-Th) and Lewis JCC/West Nyack (M-W)

JOB DESCRIPTION

The **Active Seniors Program Assistant** plays a key role in supporting the delivery of engaging, mission-driven programs that build community and foster meaningful participation for area seniors. This position supports both daily programming and special events, working closely with the Director to ensure a welcoming, inclusive environment that reflects the mission of the JCC of Northern NJ.

This job is a combination of rewarding hands-on work with seniors, and the creative, organizational, and administrative planning and implementation of the program...all in the context of Jewish nonprofit/communal life.

This is a 20-25 hour/week job: 9:30 AM-2:30 PM; two days/week in River Edge, NJ and two days/week in West Nyack, NY.

KEY RESPONSIBILITIES

- Collaborate with the Director to plan and execute dynamic programming for local Active Seniors including large holiday celebrations
- Interact with seniors in welcoming, and meaningful ways
- Purchase/order supplies as needed
- Assist with transportation logistics for seniors at end of day
- Assist with setup, breakdown, and troubleshooting of room configurations and accommodations for each program
- Partner with the Director to represent JCCNNJ at community-wide and organizational events as needed
- Help oversee and maintain organized program spaces, ensuring efficient inventory management and supply access
- Improve internal operations and drive process efficiencies when possible
- Use A/V technology (projector, screen, sound system, Zoom) with confidence
- Photograph participants and presenters during the programs for use on social media
- Collaborate with the Director on social media posts to boost program visibility and community engagement
- Support the Kitchen Manager with lunch service, as needed
- A genuine interest in the Jewish communal space, Israel advocacy, and nonprofit work.



PERSONAL QUALITIES & CORE VALUES

- Personable, warm, empathetic, and enthusiastic about working with older adults
- Team-oriented with strong interpersonal and communication skills
- Passionate about community-building and inclusion
- Adaptable, dependable, and solutions-oriented

QUALIFICATIONS

- Bachelor's degree preferred
- Prior experience in event planning, education, community work, or senior services a plus
- Comfort with computers and tech or a willingness and aptitude to learn (Google Drive, A/V equipment, email tools)
- Strong organizational and multitasking abilities