



KAPLEN JCC on the Palisades

Kaplen JCC on the Palisades, Taub Campus, 411 E. Clinton Avenue, Tenafly, NJ 07670

www.jccotp.org

JOB TITLE: Executive Assistant

SUPERVISOR: Chief Executive Officer

STATUS: Full time, On-site

If you are interested in being part of a warm and welcoming professional team focused on ensuring a place of belonging and delivering excellent opportunities to its members and the community, come join our team. The Kaplen JCC on the Palisades (Kaplen JCC) is seeking a professional who wish to be a part of a passionate team working together to strengthen and support a vibrant, engaged, and inclusive community. We offer a collaborative and mission-aligned work culture where your skills and contributions are valued. This role provides a unique opportunity to work closely with executive leaders and make a meaningful impact.

KAPLEN JCC ON THE PALISADES

The Kaplen JCC is a welcoming home away from home for all who pass through its doors in Tenafly, NJ and for the wider community. We are a leading nonprofit, charitable organization deeply rooted in Jewish values and tradition, and are a vibrant and welcoming home for the Jewish People. We are a place that welcomes all, cultivating the social, intellectual, physical, and spiritual well-being of the entire community. We are a strength-based organization and pride ourselves on our inclusive and welcoming workplace that celebrates the diversity of our employees. We stress a supportive environment in which people are treated with appreciation and respect and positioned to do their best work every day. Our vision is to be the center point of Jewish life in our community and to engage all generations in our mission and values. We serve 3,000+ membership units and over 750,000 people each year in our 200,000 square foot building and acres of outdoor grounds and facilities.

POSITION OVERVIEW

Join a dynamic, mission-driven team at the Kaplen JCC on the Palisades as the Executive Assistant. In this highly visible role, you'll be at the heart of our organization—providing high-level administrative support to the CEO, Leadership Team, and Board of Trustees.

This is more than a typical assistant position: you'll be a trusted partner and strategic problem-solver, helping to ensure the smooth operation of executive functions and board governance, while representing the Kaplen JCC with professionalism, positivity, and discretion.

RESPONSIBILITIES AND OPPORTUNITIES

You'll play a critical role in supporting the CEO, Board and Leadership Team with a wide range of administrative and strategic functions. Responsibilities include, but are not limited to:

Executive & Leadership Team Support

- Ensure strong internal communication between leadership and staff, helping to strengthen a culture of trust and collaboration.
- Act as a professional liaison for the CEO with internal staff, community partners, donors, and other stakeholders.
- Manage calendars and travel for the CEO and key leadership, resolving scheduling conflicts and prioritizing key meetings.
- Manage special projects and initiatives that support the strategic goals of the organization.
- Draft, edit, and proofread high-level communications, reports, and presentations.
- Handle confidential documentation and conversations with discretion and professionalism.

Board of Trustees & Committee Coordination

- Serve as the primary point of contact for the Board of Trustees, Executive Committee and Governance Committee.
- Plan, schedule, and manage logistics for all Board and committee meetings and retreats.
- Anticipate needs and prepare materials for executive meetings, Board meetings, retreats, and related presentations.
- Develop and maintain a robust communications strategy for Board members, including digital communications and materials distribution.
- Support Board members with their organizational needs and ensure they are well-prepared for meetings and engagements.

Operations & Organizational Support

- Maintain and advance technology-based efficiencies to support and improve administrative processes.
- Manage purchasing and budgeting for Board and executive administrative needs.

- Field phone calls and visitor inquiries with warmth and professionalism.

QUALIFICATIONS & SPECIALIZED SKILLS

Experience & Skills

- Strong interpersonal skills and a professional, approachable demeanor
- Exceptional organizational and project management skills
- Excellent written and verbal communication skills with a keen attention to detail
- Proven discretion and ability to handle sensitive information
- Advanced proficiency in Microsoft Office Suite; Salesforce experience a plus
- Minimum 5 years of executive-level administrative experience
- Tech-savvy and eager to learn new platforms and systems

Personal Qualities

- Deep commitment to the mission and values of the Kaplen JCC
- Team player with a "no task is too small" mindset
- Positive, proactive, and solutions-oriented
- Strong judgment and decision-making skills
- Ability to manage multiple priorities in a fast-paced environment

SALARY RANGE

\$60,000-\$70,000 commensurate with experience

BENEFITS

Complimentary JCC family or Individual membership
 employee discounts on all programs, services and events
 Generous paid time off, paid floating federal holidays, paid Jewish holidays
 Health and dental insurance
 403b employer contribution
 FSA/HSA options
 Life insurance
 long-term disability

This job description is not intended to be all-inclusive, and the Executive Assistant will also perform other reasonably related business duties as assigned by its supervisor or other management, as required. The Kaplen JCC reserves the right to revise or change job duties as needs arise. This job description does not constitute a written or implied contract of employment. The Kaplen JCC is proud to be an equal opportunity employer. In keeping with our Jewish values, we are dedicated to a policy of nondiscrimination in employment on the basis of race, religion, color, sex, sexual orientation, gender identity or expression, national origin, age, marital status, citizenship, veteran's status, physical or mental disability that does not prohibit the performance of essential job functions (with or without reasonable accommodation) or any other basis protected by federal, or applicable, state or local law. We welcome everyone interested in our mission to join us. If you require accommodation, please contact us and we will make every effort to meet your needs.

Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply for jobs unless they meet every single qualification. At the Kaplen JCC, we are dedicated to building a diverse, inclusive, and authentic workplace, so if you're excited about these roles but your past experience doesn't align perfectly with every qualification noted above, we encourage you to apply. You may be just the right candidate for this or other positions.

To Apply: Please send cover letter and resume to Shani Waismel-Stein at:
Recruiting@jccotp.org