



KAPLEN JCC on the Palisades

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

www.jccotp.org

JOB TITLE: Early Childhood Office Assistant
SUPERVISOR: Early Childhood Director
STATUS: Full Time ,In Person, Benefits Eligible

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 enjoys connecting with people and wants to support the children, families, and educators.

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

The Leonard and Syril Ruben Nursery School at the Kaplen JCC on the Palisades is looking to hire a full time, responsible, enthusiastic, and dedicated Office Assistant who is committed to working hard while providing excellence for our educators, families, children and school. Our school is open year-round and is comprised of 20 classrooms with students ranging from three months old through five years old, as well as providing administrative support to the Bergen East PJ Library community. This position operates as part of the Early Childhood team.

RESPONSIBILITIES AND OPPORTUNITIES

- Liaison to Parent Association

- Partnering with each committee and helping to plan and carry out events, including but not limited to: Book Fair, Program Enhancement events (Safety Week, Nature Week, Health Week, etc), Yearbook committee in creating, editing, and distributing the yearbook
- Working with Development Department on the Boutique and other EC fundraising events
- Implement creative and new Fundraising or Family Community Events/Projects
- Planning and implementation of Early Childhood Special Events.
- Manage weekly and special communication with families
- Manage faculty attendance
- Create schedules for enrichment activities
- Process and distribute lists of student enrollments
- Manage class and event needs and setups
- Order and distribute food, snack and paper goods
- Maintain, manage, and oversee all supply needs
- Maintain individual child files
- Maintain records of teacher attendance
- Coordinate and communicate carpool and extracurricular information
- Liaison to café and Early Childhood lunch program
- Order and distribute challah on Fridays
- Assist in the preparation of teacher binders and information
- Manage licensing requirements
- Support PJ Professional with management of the PJ Library Dashboard and events

QUALIFICATIONS & SPECIALIZED SKILLS

- Bachelor's degree preferred
- Proficient in Microsoft Office and Microsoft Outlook
- Organized and ability to manage multiple projects
- Strong oral and written communication skills
- Able to work as part of a collaborative team

SALARY RANGE \$50,000-\$60,000

BENEFITS

Full-time: 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 ECC Office 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 a cover letter and a resume to Miriam Pedler at: mpedler@jccotp.org