



KAPLEN JCC on the Palisades

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

www.jccotp.org

JOB TITLE: Business Operations Assistant

SUPERVISOR: Simara Bruhim- Director of the Guttenberg Center for Special Services and
Mindy Liebowitz- Business Operations Manager.

STATUS: Hourly, 20 hours per week



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 participants, and the community, come join our team. The Kaplen JCC on the Palisades (Kaplen JCC) is seeking a professional who wants to feel deeply connected to a meaningful purpose every single day, to experience the energy of an inclusive, heart-centered environment where your sharp mind and organized approach directly foster a sense of safety, joy, and belonging for our participants and their families. It is a space where your warmth, integrity, and proactive spirit will make you an important anchor for both our staff and the community we serve.

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 Kaplen JCC is seeking a highly organized, detail-oriented professional with exceptional computer skills, particularly in Microsoft Excel. The ideal candidate is a fast learner who thrives in a fast-paced environment, excels at multitasking, and brings an "all-hands-on-deck" mindset—equally comfortable taking on key tasks as they are handling routine administrative

duties like filing and copying. Above all, we are seeking a trustworthy, dependable team player with a positive attitude and a genuinely pleasant demeanor.

RESPONSIBILITIES AND OPPORTUNITIES

ADMINISTRATIVE

- Providing administrative support for the Business Operations Manager, Business Operations Associate, Dept. Director and other staff as needed
- Maintaining positive relationships with, and fielding questions from, parents, staff, vendors, participants
- Assisting with all Department programming, including organizing documents, creating binders, updating/creating/distributing documents, filing, copying
- Overseeing new staff and volunteer onboarding with all required documents and forms
- Maintaining staff certifications/qualifications database
- Run required monthly background checks for comprehensive list of staff and senior management
- Managing Facilities Booking system for our department programs (room reservations)
- Answering phones
- Any other tasks deemed appropriate by department staff

OTHER RESPONSIBILITIES

- Maintaining master contact list for Dept. and Robo Call emergency contact list
- Updating class/program offerings, managing weekly program documents, as well as managing registrations and payments, as needed
- Assist with record keeping and billing for participants who receive state-funded money for JCC services/lessons in other departments
- Interface with JCC accounting staff to ensure accuracy in the recording of accounts receivable payments and invoices
- Managing external database for communication/invitations/RSVPs to Guttenberg Center events

QUALIFICATIONS & SPECIALIZED SKILLS

- Excellent oral, written, interpersonal and phone skills
- Detail oriented, work efficiently, accurately and independently in a fast-paced environment, while maintaining organization and flexibility; attention to detail is critical
- Proficient in Microsoft Office 365, especially Excel, and including Word and Outlook as well as knowledge of multiple databases, and basic office equipment
- Maturity and ability to work sensitively and confidentially when dealing with staff, parent and participant matters
- Manage multiple tasks at once, work within deadlines and be open to a collaborative environment
- Constantly operating a computer, calculator, copier, label makers and printers
- Must be able to remain in a stationary position for extended periods of time (sitting and standing)

- Ability to move frequently between offices and throughout the building to collaborate with team members and manage daily operations
- Moving/carrying/lifting boxes and binders and other items up to 10lbs.
- College graduate, 2-5+ years previous experience that requires attention to detail and thorough understanding of Excel strongly preferred

SALARY RANGE: \$20 per hour

This job description is not intended to be all-inclusive, and the Business Operations 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: Mindy Liebowitz at mliebowitz@jccotp.org