



**A V O D A H**

Sparking Jewish Leaders, Igniting Social Change

## **Program Operations Associate**

**Location:** Remote

**Description:** Full time

**Start Date:** January 2023

**Hourly Rate/Salary:** \$50-\$55,000

Avodah believes that Jewish leaders have the power to help change our country for the better. For the past 23 years, Avodah has built a vast network of Jewish leaders who have come through our programs and now lead communities across the country, created a robust educational curriculum with which we have reached tens of thousands in the broader community, and developed an unparalleled analysis of social justice issues through a Jewish lens. Our Corps Members live communally in housing that Avodah provides.

We train and support emerging and current leaders with the tools, knowledge, and networks they need to contribute their skills and passion to advancing social justice across the country and deepen the fabric of our diverse Jewish communities. Avodah's [Jewish Service Corps](#), [Justice Fellowship](#), [Alumni Network](#), and [Institute for Social Change](#) have sparked thousands of Jewish leaders to do justice work, added millions of dollars in critical staff capacity to anti-poverty organizations, and helped strengthen Jewish life in the United States.

**Position Overview:** The Program Operations Associate will be responsible for administrative support for the Service Corps, Avodah's residential program, including project management of house maintenance and seasonal projects. They will also provide support for our Justice Fellowship, a non-residential leadership program for young adults. The Program Operations Associate is a member of the Program Operations team.

### **Service Corps Operations Responsibilities (90%):**

- **House Maintenance**

- Communicate with Corps Members about house maintenance expectations, and ensure that they are completing their cleaning and maintenance responsibilities;
- Act as a liaison between Corps Members, supers and landlords to ensure swift resolution of maintenance and pest issues that arise;
- Tracks maintenance issues, progress, and completion in all Service Corps cities.
- Oversee winterization process in the baatim (houses) Note: You will support Corps Members through this, not do it yourself;
- Research, hire and oversee outside vendors as needed;

- Plan and implement bi-annual maintenance walkthroughs that Corps Members will conduct;
  - Serve as the primary staff member in communication with the Corps Member responsible for maintenance (the house liaison); and
  - Oversee the utilities and internet in our houses and act as the lead staff member in troubleshooting with Corps Members and vendors when there are issues.
- **Service Corps Seasonal Project Management**
    - Serve as the lead project manager on Corps Member move out;
    - Serve as the lead project manager on house turnover between cohorts;
    - Support with the process of house moves; and
    - Provide support to Program Directors during orientation, including planning and running onboardings for the Corps Members to Service Corps Operations and house roles.
- **General Service Corps Operations Responsibilities**
    - Programming support: Ensure service corps learning programs run smoothly by managing all logistics, including booking spaces, ordering food, and processing speaker/trainer payments;
    - Communicate regularly with participants, partners, trainers, other staff and stakeholders about all administrative needs;
    - Conduct any research necessary to meet CM access needs (i.e., ASL interpreters);
    - Oversee partnership with the Corps Members Network, supporting placements in signing Corps Members up for health insurance;
    - Support with logistical aspects of Service Corps emergencies (a hurricane, a physical or mental health crisis, etc.); and
    - Ensure that the Corps Member intranet is regularly updated.
  - Miscellaneous logistical tasks related to the Service Corps.

#### **Additional Program Operations Responsibilities (10%)**

- Support Fellowship Directors with booking programming space for local programs (as needed) and retreats;
- Oversee the Fellowship Intranet;
- Support with miscellaneous projects related to Fellowship operations as needed; and
- Serve as a member of the Program Operations team, supporting with team projects as relevant.

#### **About you:**

*We are looking for candidates who have the skills and competencies listed below. We know that not all applicants will have all of the desired qualifications, and we encourage you to apply if you meet many of them and think you'd be a strong candidate for the role.*

- **You are extremely detail oriented, highly organized, and are comfortable working with spreadsheets.**

- **You are accountable for your own work and are a strong project manager.** You juggle competing demands, prioritize with ease, and are efficient with your time. You are comfortable with deadlines.
- **You have strong verbal and written communication.**
- **You center relationships in your work.** You can discuss sensitive topics such as money and housing with young adults with sensitivity and create accountability.
- **You are committed to social justice and anti-oppression work.**

**What we offer:**

- **Healthcare:** 100% employer paid medical, dental, and disability insurance
- **Time off:** Vacation days (starting at 15 per year and increasing with paid employment) and sick time (12 per year), plus paid time off for Jewish and secular holidays
- **Generous paid parental leave policy**
- **Flexible spending account options**
- **Retirement savings plan** with an employer contribution after 90 days of employment
- **A flexible work schedule**
- **Professional development funds** and opportunities to learn and grow
- **A strong organizational culture** and supportive team with employee well-being prioritized, and significant flexibility
- **Commitment to creating a diverse and inclusive workplace** that enables everyone to bring their full self to work and make a positive impact on the world
- **Being part of a passionate team** of people who are devoted to Avodah's mission

*This position is included in a union-represented collective bargaining unit, and specific terms and conditions of employment may be subject to a future Collective Bargaining Agreement.*

**Working Conditions/Physical Demands:**

Please be in touch with any questions or accessibility needs you have so we may work with you on these. The ability to take vacation during house turnover will be limited (currently July & August).

**TO APPLY:**

Please click [this link](#) to apply. Due to the volume of applications, we are only able to respond to those applicants granted an interview. Applications will be accepted until a hire is made and interviews will be set up on a rolling basis. Please direct any questions to [jobs@avodah.net](mailto:jobs@avodah.net).

***Creating a more just world is a core part of our mission, and Avodah is working to continually strengthen our efforts towards equity and inclusion in the workplace. We strive to build a diverse team that brings with them a variety of identities, backgrounds, perspectives, and skills. Sephardic and Mizrahi Jews, people of color, women, people with disabilities, immigrants, LGBTQIA people, and people who come from poor or working-class backgrounds are strongly encouraged to apply. Avodah is an equal opportunity employer.***