



## **FY 2024 Seasonal Project Assistant - Avodah**

**Location:** We are hiring for this role in multiple cities - Chicago, New Orleans, New York City, Washington DC

**Description:** This is a project based role for an independent contractor. The exact hours will be determined based on the scope of the project. You will be guaranteed a minimum number of hours, and will be paid for each additional hour worked up to the maximum number of hours. If you are interested, but are not able to work the full hours, please apply anyways. We are able to hire for full hours or part time.

Chicago: 1 person, 50-60 hours total  
DC: 1 person, 40-60 hours total

New Orleans: 1 person, 50-70 hours total  
New York City: 1 person, 60-80 hours total

**Duration:** This position will be from August 7th - 30th. If you are available for the majority of this time, but not the entire time, please apply anyways.

**Rate:** \$22 an hour

### **Position Description**

Each year, we have a short window in between when our outgoing cohort of Jewish Service Corps Members leaves their communal living space and our new cohort begins in which to prepare our houses. In some cities, this may involve moving to a new house. The Seasonal Project Assistant will provide temporary support for our turnover process. They will work in partnership with local Avodah program staff and serve a key role in preparing our bayit (house) for the next cohort.

### **Scope of Services**

- Coordinating the disposal and/or donation of furniture that is no longer needed.
- Unpacking new household items, setting up, and organizing the bayit.
- Building and setting up new furniture (with another person).
- Kashering kitchen items (making items kosher - directions will be provided and no prior experience needed).
- Light cleaning as needed.
- Overseeing outside vendors (e.g. professional cleaners, pest inspectors, task rabbits) as they visit the house.
- Additional tasks as needed (e.g. hanging shower curtains, removing art from walls).
- Using a computer to read and edit our project plan in Google Sheets.
- Access descriptions for our current houses can be found [here](#). If we are moving, we likely won't know what the new house will look like until June or July.

## **About you**

- You are detail oriented, and are a good communicator.
- You can handle a large volume of work, prioritize and multitask.
- You take initiative, are proactive and can work independently.
- You are comfortable with physical labor. You will be on your feet most of the day, helping to build and move furniture, and picking up and unboxing home goods. It may require lifting approximately 30 lbs at a time. For moving heavier items, you will have a partner to help.
- You have a laptop.
- You are comfortable working with kitchen cleaning products and occasionally in the summer heat with air conditioned breaks.

## **To apply**

Please email Justine Stiftel ([jstiftel@avodah.net](mailto:jstiftel@avodah.net)) with a brief paragraph sharing your interest in and availability for the role, and what skills and experience you'd bring to the position. The interview process will be conducted entirely remotely via phone and video conferencing.

Avodah is committed to the full inclusion of all qualified individuals. As part of this commitment, Avodah will ensure that persons with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the application or interview process, to perform essential role functions, please email [jstiftel@avodah.net](mailto:jstiftel@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.*