



PRIZMAH

Center for Jewish Day Schools

Prizmah: Center for Jewish Day Schools

Position: Program and Operations Administrator

Status: Full-Time, Exempt

Reports to: Alisha Goodman, Director of Operations and Technology

Department: Operations

Location: New York City

About Prizmah

Prizmah: Center for Jewish Day Schools' mission is to transform the North American Jewish day school landscape. Our pioneering approach provides day schools with tools to foster the educational excellence, financial vitality, and leadership that will make day school education the first choice for Jewish families.

Prizmah is a powerful resource, thought leader, and advocate for the day school field. Prizmah offers dozens of programs and services with proven records of accomplishment within the Jewish day school network. Through donor convenings and field-building services, Prizmah amplifies the profile of day schools within the Jewish communal agenda and beyond, create new funding opportunities for the Jewish day school field, and strengthen the field's standing and influence.

Prizmah connects nearly 250 Jewish day schools through robust, peer-to-peer communities that encourages the sharing of best practices and connects school leaders to conversations advancing the field of Jewish day schools. Through our strong relationships with schools, Prizmah develops a nuanced understanding of the field, the strengths and challenges of each school, and promotes connections between leaders in pursuit of excellence.

Position Summary

The Program and Operations Administrator is an integral part of the Prizmah team, providing administrative support for programs and operations across the organization.

Responsibilities

- Supports with program management logistics and administration
 - Prepares name tags and program materials
 - Sends materials to program venue
- Tracks Prizmah Service proposals, contracts and payments
 - Prepares contracts
 - Coordinates with Finance on processing payments
- Provides support to our network webinars and discussions
 - Processes applications
 - Coordinates registration and follow up





PRIZMAH

Center for Jewish Day Schools

- Coordinates with the Development team to send donor mailings
- Handles all receptionist activities including managing telephone activity, screening/forwarding calls, and greeting guests.
- Maintains office space, including tasks such as
 - Serve as the point person for vendors related to the NY office.
 - Creating calendars to split office duties among staff.
 - Manages, orders, and organizes office supplies.
 - Collects and distributes the mail. Sends mail, preparing USPS or UPS labels when necessary for local and remote staff.
- Manages travel requests for staff.
- Schedules meetings, video conferences, and conference calls for staff.
- Assists with finance and billing for all outside vendors by creating check requests, filing paid invoices, and managing debit and credit card activity.
- Works with remote IT vendor to fix/update computers and printers.
- Inputs data into CiviCRM database.
- Other duties as assigned.

Experience and Qualifications

- High proficiency in MS Office (Excel and Word, in particular) and Google.
- Tech savvy
- Strong customer service skills
- Hands-on experience with office machines (e.g. fax machines and printers)
- Excellent time management skills
- Ability to multi-task and prioritize work
- Attention to detail
- Problem solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills

To apply, please send a cover letter and resume to employment@prizmah.org. Please include Program and Operations Administrator in the subject line.

