

PJ LIBRARY PROGRAM ASSISTANT (P/T)

JEWISH FEDERATION OF HOWARD COUNTY

Job Summary:

The Jewish Federation of Howard County seeks a highly motivated individual who is proactive, detail-oriented, organized, and passionate about connecting young families in the Jewish community. The PJ Library Assistant will report to the Program Manager and handle all administrative functions. The PJ Library Program Assistant will play an important and exciting role in implementing the PJ Library program for engaging young Jewish families in Howard County.

Essential responsibilities:

- Manage PJ Library database: enrollments and renewals
- Interact with the PJ Library home office
- Manage the PJ Library Facebook page
- Coordinate and publish the PJ monthly e-newsletter; including reaching out monthly to PJ partners
- Organize and forward all returned PJ Library books
- Assist Program Manager with execution of PJ Library programs, including but not limited to: booking venues, vendors, catering and entertainment
- Assist Program Manager with logistics for all PJ Library and parent events; to include, but not limited to: shopping for supplies, preparing nametags and registration materials, taking photos, and managing on-site registrations

Other responsibilities:

- Attend the annual PJ Library Conference
- Assist Shabbat Tots and Tots & Tales leaders as needed
- Recruit for PJ Library participants

Qualifications:

- Bachelor's degree; Master's a plus
- Minimum 2 years' experience in administrative and program development and relationship building
- Strong computer skills and program proficiency (Microsoft Suite and Constant Contact)
- Excellent written and verbal communication, interpersonal, relationship-building and leadership skills with a proven ability interact effectively with a diverse body of lay leaders and professional staff
- Significant involvement in and knowledge of the Jewish community is a plus
- Open-minded approach to helping families to connect to Jewish Howard County
- Entrepreneurial self-starter, creative thinker and team player with excellent problem-solving and analytical skills, the ability to handle multiple tasks and meticulous attention to detail and follow-up
- A passion for making a difference in the Jewish community and beyond and enthusiasm for the mission of both PJ Library and the Jewish Federation of Howard County