



YCT Seeks Operations & Admin Associate

The Operations & Admin Associate is a **supporting role**. Working closely with the Executive Director and the Director of Finance & Fundraising Operations, they will support finance, development, and general office operations. It is a position for someone who is happy to take direction, doesn't want the stress of too much responsibility, and gets the job done well.

Responsibilities:

- Process donations; prepare & make bank deposits, manage credit card documentation
- Assorted bookkeeping tasks
- Assist with special events solicitation campaigns
- Provide support for donor stewardship and appreciation events
- Handle catering, room set-up and breakdown
- Order office supplies; maintains organization of office
- Make post office and food runs, and do other errands in the neighborhood
- Maintain computers, in consultation with IT professionals

This position is mostly in person, at least 10 hours a week, although some weeks more with as much advanced notice as possible. The work schedule is somewhat flexible. It pays \$30 an hour.

Our Ideal Candidate: You are a go-getter, results-driven, and approach your work with a mindset that no job is too small for you. You take initiative but ask for help when stuck. You derive satisfaction from work requiring close attention to detail and accuracy, handling data, and problem solving.

Essential work style/skills: all things computer; experience with databases; time management and prioritization skills; strict attention to detail; follows-up and closes loops.

To apply, please email hr@yctorah.org with letter of interest and resume. For more information about YCT, please visit www.yctorah.org. YCT is an Equal Opportunity Employer.