



Program Assistant Job Description

The Isabella Freedman Jewish Retreat Center seeks a Program Assistant to provide administrative support for Renewal-based retreats, training institutes, holiday programs, a traditional Passover retreat for senior adults, Elderhostels, and other retreat programs. The Program Assistant will support the work of and be supervised jointly by the Director of the Elat Chayyim Center for Jewish Spirituality (ECCJS) and the Director of Jewish Life and Learning (JLL).

Candidates must have proven administrative skills, strong computer and organization skills, fluency with Microsoft Word, Excel, PowerPoint, Access, and Outlook, and experience working with diverse Jewish populations. Candidates should be enthusiastic about being part of and helping to shape a conscious community of intentional, vibrant and inclusive Jewish spirituality.

Job responsibilities include the following:

- Providing support for the planning, logistics and operations of retreats, including retreat preparation and set-up protocols, daily schedules for classes, meals and optional activities, and post-retreat follow-up.
- Organizing information on computer, setting up spreadsheets and managing retreat data, such as participant rosters and evaluations.
- Maintaining faculty contracts and making sure teachers are properly paid.
- Working on special projects as assigned by the Director of ECCJS and the Director of JLL.
- Publish, distribute, collect and process guest feedback forms.
- Publish program schedules and other retreat specific details.
- Writing reports as needed for the Director of ECCJS and the Director of JLL.
- Maintaining files and records for areas of responsibility.
- Meeting weekly with the Director of ECCJS and the Director of JLL, your direct supervisors.

Salary and Benefits: Commensurate with experience, may include housing. Includes health care, paid vacation, and meals when the dining hall is open.

Start date: September 1, 2008 or sooner.

To Apply: Please send cover letter, completed New Staff Application and resume to Amy Hannes at amy@isabellafreedman.org. To learn more about Isabella Freedman, please visit www.isabellafreedman.org.