



Yesod Administrator – Maternity Cover Job Description

Job Summary

Yesod is hiring a full-time Administrator for maternity cover. You will play an important role as part of a small team to provide **logistics, database, tech and general admin support for seminars, funds and resources** developing Jewish community professionals and educators across Europe. Candidates will have strong Microsoft Office skills, especially Word and Excel, familiarity of database and email systems, and strong written and verbal English language skills.

Location: JHub, Haskell House, 152 West End Lane, London NW6 1SD

Hours: Full-time, 35 hours per week, maternity cover, to commence late June / early July 2019

Salary range: £20,000 – £25,000 per annum

Reports to: Yesod Director

Key areas of responsibility:

- **Programme recruitment and logistics:** creating application, registration and feedback forms, liaising with logistics providers and travel agents across Europe, preparing resource materials as needed
- **Contracts and payments:** drafting grantee and service provider contracts based on existing templates and preparing invoices for payment
- **Database management:** Update and maintain the Yesod CRM, ensuring contacts are appropriately tagged to produce reports, and supporting the integration of European Jewish Educator profiles
- **Website and social media:** updating and monitoring as required
- **E-newsletters:** creating and maintaining distribution lists, formatting newsletters and collating information as required
- **Primary contact:** responding to emails and phone enquiries, signposting as needed
- **Additional administrative tasks** as required by the Director

Qualifications:

- A passion for the organisation's mission and commitment to our goals
- Strong ability of working with Microsoft Office, especially Word and Excel
- Familiarity with database management and email marketing systems
- Familiarity with social media
- Excellent interpersonal and communication skills
- Excellent verbal and written communication skills in English
- 1 or more years of professional work experience, preferably in an office environment
- Academic degree
- Be detail orientated, systematic and organised
- Be a self-starter with a flexible and collaborative approach to work and the small Yesod team
- Ability to work in an open plan office
- Some understanding of Jewish practice and Jewish community life in the UK and Europe would be beneficial

YESOD is a joint partnership of three foundations dedicated to enhancing Jewish life in Europe



Terms

- We are a small collaborative team, comprising a Director (London), Director of Educational Programming (Israel), a Professional Development Manager (part-time, Israel) and Administrator (London). This role will report to the Yesod Director and work closely with the Yesod staff team.
- The role will be full-time, 35 hours per week, and is maternity cover
- There is a possibility of a small amount of travel, though this is not a requirement of the role

To Apply

Please submit your CV and covering letter reflecting your interest and suitability for the role, plus any notice period by email [here](#). The closing date for applications is **19 May 2019**. Interviews will be held in the last week of May or first week of June. Data will be stored and shared in accordance with the Yesod [privacy policy](#). For an informal discussion about the role, contact Hadas Shalef, HR Coordinator, on HadasSh@jdc.org.

About Yesod

[Yesod](#) is dedicated to strengthening the future of Jewish Europe by investing in key individual Jewish community professionals and educators to create sustainable and meaningful European Jewish community life. We believe that individuals who are skilled, connected, valued and grounded in Jewish purpose as professionals and educators will have the greatest potential for impact. Through our founding partners' collective experience and conversations in the field, Yesod identified a need to increase the scope of opportunities for professional development and Jewish fluency – knowledge, understanding, questioning, and application of Jewish concepts and text – for these individuals.

Yesod provides a range of seminars, funds and resources together with access to external opportunities, so that funding, training in languages beyond English, geographic location of events, and time availability are not barriers to progression. This framework of initiatives allows us to be responsive and flexible in meeting the professional development and Jewish fluency needs of European Jewish community professionals at different stages of their careers and in all different types of roles.

Yesod was created by three organisations – the [American Jewish Joint Distribution Committee](#) (JDC), [the Rothschild Foundation \(Hanadiv\) Europe](#) (RFHE) and the [Charles and Lynn Schusterman Family Foundation](#) (CLSFF) – committed to supporting and strengthening European Jewish communities. Together we share the vision of a vibrant, meaningful, Jewish life comprised of strong communities driven by inspired and engaged individuals.