



## **Assistant Program Director**

**Hours of Work: 30 hrs/week, Flexible work hours, Competitive salary**

**Location:** Remote, but within tri-state. While most programs are based out of New York, the right candidate must be willing to travel, as needed (approximately 2-4 times per year) for programming occurring outside of the tri-state area.

**About Us:** The Jewish Woman Entrepreneur (The JWE) provides women with the resources and connections they need to achieve their personal and professional goals. Through education, community and mentorship, The JWE cultivates financial independence, improving the lives of the women we support and the Jewish community at large. Launched in 2011, to date we have supported over 5600 women through our programs.

### **Background:**

As The JWE continues to grow, we are looking to hire an Assistant Program Director to work directly with our Program Director to provide logistical, management and administrative support to our local chapters as well as our national programs.

### **What We're Looking For:**

- Someone who is excited about our mission, is passionate about supporting women in business, promoting financial independence, and helping women achieve their dreams.
- A "people's person," who can easily connect with women from a range of backgrounds offering membership and customer service support
- Strong writing and communication skills
- Superior organization skills
- A self-starter- someone who does not need a lot of hand-holding
- Strong familiarity with Microsoft Office (PowerPoint in particular)
- Experience supporting budget oversight
- Comfortable with Canva

- Can quickly pick up web applications, CRM's, basic bookkeeping and project management software
- A strong team player
- Business or non-profit experience is a bonus

### **The Job: Assistant Program Director**

The JWE Assistant Program Director will provide support to the Program Director, including:

- Providing customer service and membership support to our global community
- Serving as project manager for events - local and virtual, including setting up meetings, providing notes and follow-up tasks to volunteers, managing each chapter inbox, coordinating team responsibilities and creating to-do lists for all events.
- Managing programs, from logistics to speaker support and supporting events on event day.
- Acting as a liaison between program or chapter board/volunteers and JWE's national support team (marketing, tech/general admin and outsourced CFO)
- Supporting and cultivating relationships with our volunteers and sponsors.
- Establishing clear processes and procedures for programs to avoid duplication in the future.

Visit [thejwe.com/careers](https://thejwe.com/careers) to apply.