



## **Executive Assistant**

**Organizational Overview:** Camp Yavneh, situated on 65 beautiful acres of woodlands and waterfront in southern New Hampshire, is a 79-year-old Jewish summer camp where generations of campers have created lifelong friendships, engaged in top-notch activities, and deepened their Jewish engagement. Our Klal Yisrael (pluralistic) approach encourages Jewish children ages 8-16 from all backgrounds and experiences to come together in a joy-filled, co-ed, overnight camp environment where all aspects of life reflect Jewish values.

**Position Summary:** Camp Yavneh is seeking a high-energy professional with outstanding organizational and executive functioning skills to join our year-round team as the Executive Assistant (EA) to our Camp Director. This position includes the management of a broad range of administrative tasks and projects, work with a dynamic and dedicated team of year-round and seasonal employees, and the opportunity for expanding responsibilities within a vibrant and growing organization.

The EA will be a critical partner to the Director, helping to ensure she is as effective a leader as possible, serving as the her first point of contact with key stakeholders, including colleagues on the leadership team, staff, volunteer leaders and major donors, and proactively managing the Director's calendar to ensure its alignment with top priorities. The EA must possess excellent verbal and written communication skills, and must be comfortable working in a growing and evolving environment, managing shifting priorities to completion even when the path is not self-evident. This individual will possess the capacity to manage sensitive communications with discretion, confidentiality and diplomacy.

### **Responsibilities include:**

- Providing professional administrative support to the Director including organization of key meetings, calendars, events, and related details for the Director and other senior staff members. Capturing action items and project-managing to ensure effective follow up and completion.
- Providing staffing support (e.g., scheduling, preparation of materials, taking minutes, etc.) for meetings of the Board of Trustees and various other committees and groups.
- Organizing and maintaining correspondence with staff and external stakeholders, ensuring clear communication and follow through as needed.
- Regular organization and analysis of data, and the development of related reports.
- Take the lead on arranging and planning travel details for the Director and other senior staff members.
- Managing logistical and administrative preparation for, and execution of, various special events and projects throughout the year.
- Support the Director's fundraising work, partnering with the Development Director to coordinate, prepare for, and follow-up on meetings and events with donors and

other stakeholder relationships. This will include research on individual donors and foundations, maintaining donor and stakeholder communication, organizing gifts and other key gratitude efforts.

- Tracking and managing grant proposals and reports for individual donors, foundations, and other funders.
- Supporting the Director on a wide range of projects, communication, activities and events throughout the camp season.
- Proactively identify opportunities to better maximize the Director's time, supporting her to ensure completion of competing prioritized tasks.

### **Position Specifics:**

- Year-round, full-time position
- Remote position from September to May; Work and live at Camp Yavneh in Northwood, NH from early June through the end of August
- Salary commensurate with experience.
- Health and other benefits, including generous vacation package and holiday schedule
- Flexible work environment
- Opportunities for mentoring and professional development to support your professional growth
- Report to the Camp Director, work closely with a strong and supportive staff team

### **Qualifications:**

- Energy, enthusiasm, a can-do attitude
- Self-motivated and able to work both independently and collaboratively
- Problem solver and solution-oriented; Comfortable taking initiative without hand-holding
- Thorough, accurate, and detail oriented
- Excellent interpersonal, written, and verbal communication skills
- Ability to maintain utmost confidentiality in matters personal and professional
- Approaches opportunities and challenges with flexibility, confidence, determination, and resilience
- Able to work in a demanding environment, to manage multiple projects and tasks at one time, and to quickly adjust to changing conditions and priorities
- Ability to build trusting and lasting relationships with professional leaders, community stakeholders, and other partners
- Required:
  - Experience in administrative or executive support and office management
  - Successful track record of project management and managing many tasks
  - B.A. or equivalent educational background
- Preferred:
  - Experience using donor or sales-focused CRM systems
  - Experience in Jewish overnight camping or a related field
  - Familiarity with the Jewish community and Jewish practices

To Apply: Please send resume and cover letter to [janerachel@campyavneh.org](mailto:janerachel@campyavneh.org).