

***Immediate Professional Position Available for
Administrative Assistant/ Office Manager/ Executive Assistant***

*The Nevada County Jewish Community Center Congregation B'nai Harim in Grass Valley, CA is seeking a highly skilled, talented professional with Demonstrated experience serving as an **Administrative Assistant, Office Manager or related Executive Position.***

Qualifying Experience, Talents, Skills, Abilities for Part Time Executive Assistant

•Demonstrated Work History with skills and experience to successfully perform and manage the diverse communication, technological, and operational needs of a small business with the ability to work independently.

•Demonstrate a commitment to excellence in the performance of routine administrative / executive assistant tasks with demonstrated excellence in verbal / written communications and interpersonal interactions; data collection/ management; preparation, posting and dissemination of written documents, materials using multiple media methods

•Must have an understanding and ability to handle sensitive and confidential information and related matters. Ability to multi-task and remain calm in all situations

•Demonstrated proficiency in the use of diverse computer hardware and software systems/ programs (word processing, data management, artistic design,.

The ability to maintain said computer, hardware ,software, and other usual office equipment

•Knowledge , Understanding of Jewish history, cultural & religious practices highly desirable

The Position is Part-Time (flexible in-office and off-site location for completion of selected tasks may be negotiable); in addition one evening a month for attendance at a monthly Board Meeting.

Position is available immediately, Compensation DOE, Security Review, Professional / Work Experience References required post Job Offer

Please submit resume (detailed work history) with cover letter c/o Lola Gold, President, Board of Directors, NCJCC/ Congregation B'nai Harim

Voice/Text (530) 613-2363

email iolagoldsings1818@gmail.com

ncjcc@outlook.com