



JCPA Information Systems and Executive Administrator

The Jewish Council for Public Affairs (JCPA) operational team seeks a skilled and collaborative Information Systems Administrator to help the organization run its day-to-day operational work. JCPA is a small non-profit organization that oversees a national network and relies on its information systems to communicate, track, fundraise, advocate, run programs, and undertake its business. The Administrator will update, design, manage, and implement the information systems of the organization. The role will also support the organizational business and program staff to ensure that the team is able to carry out the work efficiently and effectively in a high-energy fast-paced environment. Additionally, the Administrator will backstop the organization with general administrative support. This position is pivotal to the organization's success.

The Jewish Council For Public Affairs

JCPA is a 78-year-old umbrella organization that convenes the community relations network of local Jewish community relations councils (JCRCs) and national member Jewish organizations, including the four main denominations of American Judaism (Orthodox, Conservative, Reform and Reconstructionist). Together, we grapple with pressing issues of the day, set policy priorities, and advocate for a just and pluralistic American society, Israel's quest for peace and security, and human rights around the world, working in common cause with other faith, racial, ethnic, civic leaders, and policy makers.

Responsibilities

JCPA is seeking a skilled information systems candidate to join our organization. This position will be responsible for supporting network databases and systems. This individual will also interface and coordinate with JCPA's outsourced IT service provider while also providing general administrative support to the JCPA leadership team. The position will report to the Chief Operating Officer.

Information Technology Systems

- Manage information systems software and databases.
- Ensure system optimization for all technology resources. Participate in planning and designing technologies to meet the growing needs of the organization and install and update network system improvements.
- Engage with contractors for troubleshooting, updating, and care of technology
- Offer coaching and training to ensure staff proficient use of technology.
- Implement data input, tracking, and provide reporting on a timely basis.
- Manage and implement all information and communications platforms for webinars, national conferences, and meetings.
- A main member of the JCPA national conference organizing team providing the technological and information support from logistics to promotion through the conference website and registration process.
- Oversee day-to-day functioning of JCPA website platform

Executive Administration

- Support leadership team with executive assistance needs including all email distribution, meeting management and calendaring.
- Responsible for distribution of all JCPA distribution outputs including but not limited to email, press releases, etc.
- Provide seamless administrative support by proactively managing upcoming meetings and deadlines while identifying mitigating challenges or circumstances.
- Backstop support for JCPA Board meeting technology, materials, and meeting minutes

Skills and Qualifications

- Bachelor's degree preferred
- A minimum of two years of experience working in an information technology role in an organizational setting. Experience in a Jewish communal organization is a plus.
- Is current and knowledgeable on information technologies, hardware, and software technologies, and functionality, including SalesForce, Salsa, Zoom, etc.
- An excellent connector who collaborates, problem solves, and manages deadlines
- Highly organized and a stellar attention to detail
- Effective individual contributor with the ability to work independently
- Excellent written and communication skills
- Website management and design a plus

Other

- JCPA is headquartered in New York City
- Position is temporarily remote until the office reopens, and arrangements may be possible for the position to remain remote thereafter
- Position reports to the COO
- Compensation range of \$65,000- \$75,000 depending upon experience

JCPA is passionate about building an inclusive and equitable working environment, and deeply values the diversity of insight, perspective, and experience of a diverse workforce. This includes Black, Latinx, and Asian people, Black Jews, Jews of Color, Sephardi and Mizrahi Jews, lesbian, gay, bisexual, trans, and gender non-conforming people, and people with disabilities. We also welcome applications from people of diverse religious, spiritual, and cultural backgrounds.

JCPA is an equal opportunity employer, regardless of race, color, religion, gender, sexual orientation, gender expression, age, alienage or citizenship status, creed, genetic predisposition or carrier status, national origin, disability condition, marital status, veteran status, or any other protected characteristic as established by federal, state, or local law.

For more information and to apply contact careers@thejcpa.org.