

## **JOB DESCRIPTION**

### **ECJC – ADMIN SUPPORT / OFFICE MANAGER**

**Part time - Estimated 40 Hours/month** - Flexible and depending on deadlines & projects.

**Salary - € 12,000**

**The European Council of Jewish Communities – ECJC** is a dynamic and inclusive entity dedicated to revitalizing and nurturing Jewish communities across Europe. It operates with a profound commitment to social work principles, aiming not only to preserve Jewish heritage and traditions but also to foster a sense of belonging and empowerment among diverse Jewish populations throughout the continent.

Taking Welfare as its definition of any action to improve the status of a person, it should be the main pillar of ECJC action. As the guiding principle, where Education, Care, Community development come out as branches, as its main goal is to improve the personal/organisational status.

Independently from this guiding principle but tightly placed is the pillar of Leadership, enhancing the leadership caliber in Jewish Communities in Europe and identification, nurturing and retaining a new cadre of leaders.

The key point of ECJC is to facilitate a network among the different levels of professionals and lay leaders in the different communities to meet and share best practise and expertise.

At its core, European Council of Jewish Communities – ECJC recognizes the rich tapestry of Jewish identities and experiences within Europe. It embraces diversity, welcoming Jews from various backgrounds, including those who have historically been marginalized or underrepresented. Through its inclusive approach, the organization ensures that all members of the European Jewish community feel valued and respected.

## **JOB TITLE**

### **ECJC ADMIN SUPPORT / OFFICE MANAGER**

Reporting to Director of Programmes and Executive Committee

## **PURPOSE OF THE JOB**

To be responsible for the overall coordination and practical implementation of ECJC's general functioning, financials, communication with affiliated organisations, participants to programmes, communication strategy and management of the organisation presence in the web and programmes.

## **ORGANISATIONAL POSITION**

The ECJC **ADMIN SUPPORT / OFFICE MANAGER** will be responsible directly to the Executive Board and Director of Programmes of ECJC and will be part of the ECJC Office team. S/he will work closely with the ECJC Executive Committee and ECJC's Director of Programmes

## **LOCATION**

This job will be home based, with constant contact with the rest of the team via Whatsapp. The work will also involve meetings outside of that address (e.g. in the offices of other organisations) as well as the need to travel to and be based at some of the ECJC's programmes & meetings in different cities in Europe. European travel will be needed, and a per diem of XX Euros per day will be additional to the consultancy fees, in addition of having all the expenses paid by the organisation.

## **HOURS OF WORK**

The job will be normally during normal office time but candidates must be prepared to work flexible hours. To accommodate the needs of working in the different programmes, weekend and evening work could be sometimes a necessity.

## **KEY OBJECTIVES & RESPONSIBILITIES**

1. Responsible for upkeep of the ECJC organisational material, information and knowledge. This will include, for example:

- Key contacts from the different fields of ECJC affiliates and other Jewish Organisations
- ECJC calendar / European Jewish activities calendar
- Organisational Database
- Office paperwork
- Payments processing and invoicing.

2. Take the professional lead on some aspects of ECJC programmes and initiatives, with overall responsibility for their successful completion. This will include, for example:

- Sourcing information from other Jewish Organisations and Jewish world.
- Follow up with participants previous and follow up programmes.
- Production of reports on ECJC Programmes.

3. Build and maintain effective relationships with the different affiliated organisations and contacts in each different communities and Jewish organisations around Europe ensuring regular and proactive communication (making use of whatsapp, email, conference calls etc).

4. Act as the connector between ECJC Board Members (and professional staff) and potential new ECJC affiliates, bringing feedback from these groups in order to maximise our support and effectiveness of our programmes.

5. Coordinate ECJC material for marketing & branding and further responsibility for updating the ECJC website

6. Organise communication and meetings with ECJC affiliated organisations, members of the ECJC Board; and co-ordinate meetings, conference calls, getting information for newsletters with appropriate reporting on the minutes.

7. Monitor deployment of financial resources and write evaluation reports to funders under the supervision of the Executive Board and Director of Programmes.

8. Manage and process payments and invoicing, relevant to programmes, providers & consultants.

9- Provide specific logistical and administrative support to the ECJC Executive during programmes if needed.

10. Support Director of Programmes and ECJC Executive in maintaining and further developing relationships with relevant partner organisations.

## **PERSONAL TASKS**

### **Newsletter & Communications**

- ECJC Facebook page and twitter account
- Sources information from affiliated Communities
- Communication with ECJC affiliated Lay-leaders
- Initiates conversations with new affiliated orgs
- Liaison with international organisations& responsible for calendar of blasts and Board communications

### **Affiliated Membership Fees**

- Invoicing Membership fees
- Tracing and chasing due fees to ECJC
- In case of negotiations forward to Director of Programmes
- Supports and chases 1<sup>st</sup> instance

### **Programmes & Events**

- In charge of outreaching by mail & phone
- Responsible for registration & Invoicing / Rooming list & Special requests ( dietary, etc)
- Communication with participants previous to the event – input to database
- Communicates immediately after event press release, twitter, Facebook, and board members

### **ECJC Meetings**

- Present in all meetings and Conf Calls
- Take minutes and circulates in Board Meetings
- Organising logistic arrangements with BM

### **Funding and reporting**

- Communicates with funders and feedback to personal donors
- Responsible for calendar of deadlines
- Edits last version of reports

### **Database**

- Update database general and data input

**New Affiliated organisations**

- Research on new leads and arranges meetings for Executive Committee/Director of Programmes to follow up