



**Position:** Special Assistant to the President and Office Manager  
**Reports to:** Director of Operations  
**Start Date:** June 2018  
**Location:** Washington, DC

Do you want to work at the intersection of politics, Middle East policy, the Jewish community and fundraising? Are you interested in joining a rapidly expanding organization that is changing the way people think and talk about Israel and US Middle East policy?

J Street is looking for a motivated, self-starter with excellent organizational and prioritization skills to fill the role of Special Assistant to the President and Office Manager. The position will be made up of the following main components: acting as the right hand to the President and Chief Operating Officer; and ensuring the DC office operates efficiently and professionally. You will be responsible for a wide-ranging portfolio of operations and administrative responsibilities, supporting and gaining insight into the highest levels of J Street's strategic work.

**Key Duties and Responsibilities:**

The Special Assistant to the President and Office Manager will need to be able to move quickly between tasks and have a positive, collected attitude at all times. You are the gatekeeper for everything related to the President, COO and office. From managing senior staff meetings to making sure the office supplies are well-stocked, this job will be cross-cutting and crucial to the high functioning of J Street.

Assistant to the President:

- Manage the President's schedule, protecting and managing his time
- Work with regional offices to schedule and plan travel for the President
- Provide administrative support for the President as needed
- Provide high-level support for J Street's Board of Directors, including scheduling, taking minutes and executing in-person Board meetings two times per year

Assistant to the Chief Operating Officer (COO):

- Manage the COO's schedule, protecting and managing her time
- Maintain schedule, agenda and notes for, as well as helping run, daily senior staff meetings
- Maintain tracking systems for COO's management of senior staff
- Provide general administrative support for the COO as needed

Office Manager:

- Ensure that materials, office supplies and other office needs are in ready supply
- Serve as main point of contact for tech and office needs for DC office
- Generally ensure smooth operation and professionalism of J Street's national office
- Serve as main point of contact for the material and tech needs for regional needs

**Required and Desired Skills and Characteristics:**

Applicants should have the following required skills and characteristics:

- Able to remain calm and professional in high-pressure situations
- Highly organized and detail oriented
- Superior time management and problem-solving skills, with the ability to prioritize multiple tasks and manage projects to meet deadlines effectively
- Eager to work collaboratively in a fast-paced and team-oriented environment
- Strong interpersonal skills
- Excellent verbal and written communication skills
- An outgoing and positive attitude
- A strong commitment to J Street's pro-Israel/pro-peace mission

The candidate may also possess one or more of the following desired attributes:

- Proficiency in MS Office, Excel and Google Suite
- One to three years of proven administrative experience

**More about J Street:**

J Street is the political home for pro-Israel, pro-peace Americans working for the future of Israel as the democratic homeland of the Jewish people. The organization believes that preserving Israel's Jewish and democratic character depends on achieving a two-state solution, resulting in a Palestinian state living alongside Israel in peace and security.

Launched in 2008 with four staff and a limited budget, J Street is now a \$9 million organization with a national staff of more than 60. The organization is headquartered in Washington, DC, employing staff in 8 cities including Boston, Chicago, Los Angeles, New York, San Francisco, Denver and Tel Aviv.

J Street focuses its work in three main areas: (1) Advocating and demonstrating support for pro-Israel, pro-peace policies in Congress, the media and the Jewish community; (2) Endorsing and raising money for federal candidates who share J Street's agenda; and (3) Educating the public and raising awareness of the Israeli-Palestinian conflict and the two-state solution.

**Compensation and Hours:**

Salary for this full-time position will be commensurate with qualifications and experience. Hours and duties may fluctuate based on J Street event and staff travel schedules. Benefits include paid vacation and sick leave, paid time off on federal and Jewish holidays, health and dental insurance, company paid life insurance, 401k and flexible spending account.

**To Apply for the Position:**

Interested candidates should submit by e-mail: 1) cover letter that explains why you are interested and qualified; 2) resume; and 3) list of three references to resumes@jstreet.org and indicate "Special Assistant to the President and Office Manager" in the subject line.

*J Street is an Equal Opportunity Employer.*