

EXECUTIVE ASSISTANT AND GOVERNANCE ASSOCIATE

The Edlavitch DC Jewish Community Center (EDCJCC) seeks a highly organized, proactive professional to join our team full-time. Reporting to the Executive Director of Advancement and working closely with the Chief Executive Officer, this person will support the CEO, Board of Directors, and Executive Team while contributing to broader organizational priorities.

This is an exciting opportunity to work closely with organizational leadership, gain exposure to nonprofit management and governance, and join a fun, dynamic, and creative team of colleagues who care deeply about the work and about one another.

Who You Are

You're exceptionally organized, detail-oriented, and proactive, with strong judgment, writing, and communication skills. You anticipate what needs to happen next, follow through reliably, and are comfortable balancing ongoing responsibilities with unexpected projects. You're curious, collaborative, and excited to learn how a nonprofit operates and willing to take on the nitty gritty tasks that keep the organization running.

Key Responsibilities

Board and Governance Support

- Coordinate Board and committee meetings, including scheduling, agendas, materials, minutes, resolutions, records, and follow-up.
- Maintain accurate and organized Board and governance records, including rosters, policies, minutes, and resolutions.
- Help plan Board meetings, retreats, gatherings, and other activities that strengthen Board engagement and community.
- Staff select Board committees and support others as needed, including preparing materials, taking notes, and coordinating follow-up.

Executive Support

- Manage the CEO's calendar, correspondence, day-to-day priorities, and Salesforce activity.
- Manage expenses and invoices for the CEO and other members of the Executive Team, including tracking receipts, preparing reimbursements, and coordinating payments.
- Assist with staff meetings, gatherings, and other organization-wide activities.
- Organize all staff meetings and other staff events on behalf of CEO and Executive Team.

Institutional Advancement Support

- Support donor events, communications, stewardship, campaigns, mailings, and other Institutional Advancement activities and projects.
- Draft thank-you notes and other correspondence on behalf of the CEO, Executive Director of Advancement, and other staff, and assist with tributes and other donor communications.

Organizational and Special Projects.

The flexibility of this role is particularly important. New priorities and unexpected projects will arise, and the right person will be eager to jump in and move the work forward.

- Support special projects that advance the EDCJCC's mission, strategic priorities, revenue generation, and long-term sustainability.
- Serve as a flexible "utility player" across the organization, willing to jump in wherever needed, including programs, events, organization planning, and day-to-day operations.
- Manage shared office supplies, including inventory, storage, and replenishment.
- Support cross-functional projects and meetings through research, materials, coordination, and follow-up, and take on other responsibilities as needed.

Qualifications and Skills

- 2–4 years of professional experience; nonprofit, fundraising, governance, executive support, or administrative experience is a plus.
- Exceptionally organized, detail-oriented, and flexible with the ability to manage multiple priorities and projects while working both independently and collaboratively.
- Strong written, verbal, and interpersonal communication skills, with the comfort and poise to work with a wide range of stakeholders.
- Proactive, dependable, and able to anticipate needs, exercise sound judgment, and handle sensitive information with discretion.
- Comfort with technology and databases; Salesforce experience is a plus.
- Interest in nonprofit work, Jewish communal life, and the EDCJCC's mission.

Salary and Benefits

- Competitive starting salary of **\$60,000**.
- Benefits package including health insurance, 401(k), life insurance, and long-term disability, plus membership to our Fitness Center and discounts on key EDCJCC programs.
- Opportunity to learn, grow, and gain broad exposure to nonprofit leadership, governance, fundraising, and organizational management.

Position Requirements

- Full-time position with a preference for in-person work; hybrid schedules are possible, with at least three days per week in our Washington, DC office.
- Attendance is required for Board and committee meetings and other EDCJCC programs and events, including approximately 3–4 early morning and/or evening commitments per month.
- This role primarily involves desk and computer work and may occasionally require lifting or moving items up to 20 pounds.

About the Edlavitch DCJCC

Guided by our Jewish values, history, and traditions, the Edlavitch DC Jewish Community Center (EDCJCC) builds and strengthens community by engaging individuals and families of all ages and backgrounds through cultural, educational, recreational, and social responsibility programs. The EDCJCC is an equal opportunity employer.

To Apply

Please send your resume, cover letter, and writing samples to ejillson@edcjcc.org. Only qualified candidates will be contacted. Kindly, no phone calls.