

Job Postings

For Current Students

*For full time positions or opportunities for alumni click [here](#)

Temporary Human Resources Project Assistant (Office Relocation)

(Part-Time Temporary Position)

Location: Midtown East, New York

Duration: Temporary / Project-based

Position Summary: The Temporary Human Resources Project Assistant will support the HR team during an office relocation by organizing, reviewing, scanning, shredding, and digitizing employee and HR records in accordance with AJC's document retention policy. This role requires strong attention to detail, experience with ADP, and the ability to follow a structured project plan independently.

Key Responsibilities:

- Review HR files and documents in accordance with AJC's records retention policy to determine which materials must be retained, scanned, or securely destroyed.
- Scan paper documents accurately and efficiently, ensuring readability and proper file naming.
- Upload scanned documents to the appropriate employee records within ADP.
- Prepare documents for secure shredding in compliance with confidentiality and data protection standards.
- Follow a detailed project plan outlining document handling requirements and timelines.
- Maintain strict confidentiality of sensitive employee and organizational information.
- Track progress and flag issues or discrepancies to HR leadership as needed.
- Coordinate with HR staff to ensure records are complete, accurate, and properly categorized.

Required Skills and Qualifications:

- Strong attention to detail and organizational skills.
- Ability to follow structured processes and written project plans with minimal supervision.
- Experience handling confidential and sensitive information.
- Proficiency with basic computer applications (Microsoft Office, file management systems).
- Ability to work independently and manage repetitive tasks accurately over time.

Preferred Skills:

- Prior experience working with ADP, specifically uploading and managing employee documents.

- Demonstrate ability to follow detailed retention guidelines. Knowledge of HR document retention policies and best practices.
- Hands-on experience with document scanning equipment and digital file management.
- Previous HR administrative or records management experience.
- Familiarity with office relocations, records cleanups, or digitization projects.
- Strong time-management skills and ability to meet project deadlines.

Important Note: Confidentiality and Data Security

This position will be entrusted with highly sensitive and confidential employee information, including personal, employment, and records data. The Temporary Human Resources Project Assistant must demonstrate the highest level of discretion, professionalism, and integrity at all times. Strict adherence to AJC's confidentiality, data protection, and information security policies is required, and any breach of confidentiality may result in immediate termination of the assignment.

Ready to Apply: <https://ajc.hire.trakstar.com/jobs/fk0zqiq>

(Added by MP, 3/17/26)

Programs and Operations Manager @ JDC

[The Task Force on Arab Citizens of Israel](#), a nonpartisan, professional resource center on Arab citizens of Israel that promotes American Jewish discourse and engagement informed by the complex realities and current developments on the ground, has an exciting opportunity for a current undergraduate or graduate student interested in learning the “why’s” and “how’s” of the nonprofit world.

As the Task Force’s Programs and Operations Intern, you will receive an in-depth introduction to the world of nonprofit programs and operations, deepen your knowledge of Arab/Palestinian citizens and Jewish-Arab relations in Israel, support nuanced educational programs in the American Jewish community, and gain necessary hard and soft skills for a successful nonprofit career.

You will also complete a self-directed project that engages with the Task Force's mission. Potential formats include, but are not limited to, an academic essay, creative writing project, art project, art curation, or podcast pertaining to Arab citizens and Jewish-Arab relations in Israel. The intern will meet with their supervisor on a regular basis to review the project, receive feedback on internship activities, and review educational opportunities.

Thinking about applying?

Frequently cited statistics show that certain applicants may hesitate to apply for positions due to a false perception that they must meet 100% of the qualifications. **We encourage you to apply** if you meet a majority of the requirements. We look forward to your application.

What will you do as a Programs and Operations Intern?

- Completion of a self-directed project agreed upon at the start of your internship. (30%)
 - Assist with creating and updating educational resources. (25%)

- Assist with aspects of administrative operations and event planning. (20%)
- Administrative Responsibilities: including but not limited to supporting utilization of Monday.com, the Task Force's CRM and project management platform;
- Events Responsibilities: assist staff as to plan in-person and virtual events as needed
- Additional projects/tasks as designated by supervisor such as (20%):
 - Conducting research for outreach and sources for briefs
 - Various grant writing tasks
 - Additional tasks as needed
- Educational advancement opportunities, approved by supervisor. Activities may include, but are not limited to: (5%)
 - Informational interviews with team members and other stakeholders.
 - Gaining skills and knowledge by reviewing materials to deepen expertise/knowledge and attending relevant events, exhibits, or meetings as available.

What qualifications are required to be our Programs and Operations Intern?

- Some prior professional or leadership experience; this might include internship, volunteer, or student leadership experience, ideally in an operational, creative, or programmatic capacity.
- A team player who can work well independently and collaboratively
- Excellent organizational skills and attention to detail
- Strong writing and editing skills
- Ability to remain in a stationary position for extended periods of time, read words and numbers, operate a computer keyboard and other office equipment, and communicate in person or over the telephone
- Strong identification with the Task Force's mission and commitment to our educational approach
- Sensitivity to nuance and an ability to speak with diverse constituencies and partners about complex issues

Additional Preferred Skills and Competencies:

- Academic coursework in one or more of the following areas, or another related area: English Literature, History, International Relations, Jewish Studies, Middle East Studies, Political Science/Government
- Knowledge of Microsoft 365 Suite
- Familiarity and prior engagement with issues related to Arab citizens of Israel and Jewish-Arab relations in Israel
- Knowledge of the American Jewish community and American Jewish organizations is a plus

Additional Details

- Employment Type: 20-30 hours/week
- Hours : 8:45 AM – 4:45PM EST with a 1-hour lunch break

- Location: Hybrid from New York, NY in office Tuesdays and Thursdays or Remote from anywhere in the US.
- Reports to: Operations Manager and Programs Specialist
- Job Function/Department: Task Force on Arab Citizens of Israel
- Other: Temporary unpaid internship. The Task Force is happy to tailor the internship to meet the selected candidate's requirements to receive funding/stipend or course credit, if applicable.

Why work at JDC?

- **The People** – What we hear most from our team members is that they enjoy working with others who share their passion for doing good; Our staff aim to use their skills to make a positive difference in the lives of others
- **A Global Environment** – you will have the opportunity to develop a global perspective, working with staff from the U.S., Israel, the Former Soviet Union, and all over the world
- **Tikkun Olam** – This Jewish value of “repairing the world” is deeply important to us. Collectively we are dedicated to making a positive impact on the lives of others

Apply Now!

Submit your resume and in one paragraph or less, please briefly describe one aspect of the Task Force on Arab Citizens of Israel's [mission](#) that interests you. You can learn more about the Task Force at <https://www.acitaskforce.org/>

Application Timeline: February 16, 2026 (priority deadline). Applications will be accepted on a rolling basis after this date, and the internship description will be posted until it is filled.

Expected Start Date: To be determined - typically open as semester or summer programs.

Know before you apply: Check out our guidelines for candidate usage of AI in the JDC hiring process here:

<https://www.jdc.org/candidate-usage-of-ai-in-the-jdc-hiring-process/#English>

Added by MP, 2/10/26

Overnight Camp Counselor @ URJ Eisner and Crane Lake Camps

As a member of the Eisner Camp staff, you will have the opportunity to make a lasting impact on the lives of our campers while developing important lifelong skills and having the summer of your life!

So what do we look for? Competent, energetic applicants who demonstrate a love of working with young people; a desire to help build a community; an ability to work independently as well as part of a team; and a connection or desire to learn about Judaism. Previous experience isn't the key to success at Eisner. It is your attitude and

willingness to learn that really make the difference. We provide training at the start of the summer season and offer ongoing support throughout the summer so your experience is as great as the campers' experiences.

All staff members must be at least 18 years of age or entering their freshman year in college. We expect that all staff members display a high level of personal and professional responsibility. Camp living is in "tight quarters" and works best when each person is caring, responsible, and supportive. The camp has high standards for the behavior and conduct of its employees. While the work at camp can be very demanding, it also extremely fulfilling.

For more information, check out our [available positions](#) and [FAQs](#), or give us a call at (201) 722-0400.

Maya can also tell you about the counselor experience!

(Added by MP, 12/8/25)

Day Camp Counselor @ Young Judea Sprout Lake Brooklyn

Spend the summer playing, having fun, and making a positive impact on children's lives. Experience an unforgettable summer full of laughter and hugs!

Young Judaea Sprout Brooklyn Day Camp, located in Red Hook, is a Hebrew dual-language camp for children entering Pre-K through 5th grade. Sprout Brooklyn is a place where children from a wide spectrum of backgrounds join together to create a joyful, diverse community built on Jewish values, a connection to Israel and the Hebrew language. No previous Hebrew experience is necessary to be part of the Sprout Brooklyn community.

Sprout Brooklyn values staff that are positive and flexible team players who are excited to spend the summer with young campers and staff. The ideal candidate is excited about camp life and feels comfortable wearing multiple hats and will never say that a task "isn't their job". We are currently looking for energetic, fun-loving and responsible counselors. Our counselors are the heart of Sprout Brooklyn. They are role models who nurture and care for campers while leading groups and participating in all activities. You must be 15 or older to work at Sprout Brooklyn.

Responsibilities:

- Be a positive role model for campers and other staff members
- Supervise 12-15 campers and provide a safe environment for them to have fun and grow
- Work alongside 2-3 co-counselors and share group responsibilities
- Participate with campers in all activities while assisting activity specialists with lesson plans

- Get in the pool with campers and participate in instructional swim
- Have FUN

Benefits

- Learn leadership skills
- Make new friends and mentors
- Gain impactful experience in childcare, teamwork, and organization

Camp runs from June 22nd to August 14th . Required staff training takes place on June 14, 15, 16, 17, and 18. The camp day is from 8:30am – 4:15pm, Monday – Friday.

Want to learn more or discuss role opportunities? PLEASE CONTACT Sam Gelberg at Samantha@sproutbrooklyn.org

(Added by MP 12/8/25)

ADL NY/NJ Regional Office Intern

The Regional Operations Intern will work directly with Regional Staff on projects relating to incident response, community engagement, hate crimes, extremist groups, antisemitism, law enforcement outreach, leadership, and general regional operations. Projects involve incident response, program administration, research, report and correspondence writing, database management, assisting with meeting and event planning, community outreach and other duties as assigned. This internship can be fully remote or hybrid in our NYC office. The position is for 15 hours a week at a salary of \$16.50 per hour.

Primary:

- Respond to bias incidents reported to our regional office, including outreach to constituents and data entry.
- Conduct outreach to community members and leaders on an ADL issue of concern
- Prepare press releases and advisories
- Draft minutes of meetings between ADL and community leaders or organizations in order to support regional community relations and outreach.
- Provide administrative support to special events and board or community meetings.
- Research and prepare reports and presentations on hate crime data and other ADL issue areas.
- Assist Regional Staff in implementing marketing initiatives, including regular updates of social media and websites.
- Work with the Regional Operations staff to monitor and assign incidents reported to our office; analyze hate crimes data for Incident Response database, including law enforcement data. May assist Assistant Regional Directors with closing low-level incidents.
- Assist Regional Operations team in identifying local- and state-level legislation for ADL to support and prioritize and assist with meeting and outreach preparation.
- Craft outreach to community partners, including law enforcement and college partners; collaborate with Regional Operations team on events, including assisting with logistics, outreach, and program facilitation.
- Assist Regional Director with facilitation of Glass Leadership Institute, including program-building, logistics, outreach to staff, and communication with lay-leaders

Skills:

- Effective verbal and written communication skills.
- Strong research skills.
- Strong organizational skills.
- Ability to demonstrate commitment to ADL's mission.
- Discretion when dealing with sensitive issues.
- Experience in Microsoft Word and Excel.

Interested applicants may send their resume and cover letter (optional) to NYNJ@adl.org.

(Added by MP, 9/7/25)

Part-Time Educators @ Central Synagogue

Central Synagogue has a number of open part-time educator positions.
Click [here](#) for more information.

(Added by MP, 7/8/25)
