



**Driving Cincinnati  
Jewish Arts & Culture**

## Office & Administrative Coordinator

### **About *ish*:**

*ish* brings artists and communities together to inspire pride in Jewish identity and heritage, celebrate Jewish cultural traditions, deepen connections to Jewish history and peoplehood, and foster collaboration across differences. Our work is inclusive, creative & experiential, and supportive to the broader community. Whether Jewish or Jew-ish, (or just here for the matzah!), *ish* brings people together in artistic and cultural exploration, and through that exploration, builds understanding. Learn more at [ishCincy.org](http://ishCincy.org).

### **Purpose of the Role:**

*ish* is seeking a professional to join our team, in support of Office and Administration coordination. This individual will support the Executive & Artistic Director (EAD) and the *ish* Office through scheduling, preparing meeting materials, liaising with the Board of Directors, overseeing office and program spaces, coordinating inventory, purchasing, front desk operations, and administrative functions such as bookkeeping, reports, and clerical duties.

### **About the Position:**

- PT (approx. 20hrs/week)
- Starting at \$18/hr, based on experience
- Reports directly to the Executive & Artistic Director
- Supports Office, Administrative, and ad hoc Program needs.
- Flexible Work Environment based on COVID-19, some work will be onsite in Northside, Cincinnati, OH.
- Opportunities for role expansion & upward mobility include Marketing & Communications Responsibilities & special projects support

## About You:

- You bring experience (or extensive skill) in Client/Customer Services, Office Management, Executive Assistance, Communications, and/or Administrative Assistance.
- You are a people-person and are comfortable working in a fast-paced, changing environment, in a nonprofit setting.
- You bring excellent verbal and written communication skills, initiative, self-motivation, and are open to professional growth.
- You are highly organized with the ability to design systems for managing office filing and inventory
- You are professional, supportive, and comfortable “managing up” to Executive & Lay Leadership
- You are experienced in using a wide range of digital tools such as GSuite, Scheduling Software, MailChimp, QuickBooks (etc.) and are willing to learn more!
- You have some knowledge of the Cincinnati arts & culture and/or Jewish communities, and/or a willingness to learn!

## What You'll Do:

- Support EAD in her professional role including a variety of daily scheduling and communications responsibilities.
- Manage the *ish* Office & Program spaces in Northside, Cincinnati including scheduling, greeting guests, executive calendar management, and other duties as assigned.
- Liaise with key vendors such as maintenance and cleaning, utilities, etc., as needed to support the Office & program spaces
- Assist in the coordination of administrative functions, including bookkeeping, billing and accounts payable, personnel, meetings, and clerical duties
- Coordinate front desk operations; including incoming communications, inquiries, mail, and billing.
- Coordinate inventory; including purchasing, building, equipment, and disposal

## Diversity:

- *ish* brings artists and communities together to explore Jewish cultural traditions through the arts. We value all members of our

**To Apply:** Email cover letter, resume & up to (3) references to [Zak@ishFestival.org](mailto:Zak@ishFestival.org);  
SUBJECT: OFFICE & ADMIN COORDINATOR ROLE; Applications accepted until position fills.

community, Jewish, Jew-*ish*, and not-at-all-Jewish. We believe in building a diverse team to best accomplish our goals. Bring your whole self to work, we like it that way!

- *ish* Festival does not discriminate on the basis of race, color, religion, sex, gender identity, age, national origin, marital status, sexuality, familial status, or ability/disability.

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