



Job Title: Operations Coordinator

Job Location: Remote (anywhere in the United States)

Time Expectations: Full-time

Job Overview: The Operations Coordinator will support the VP and Director of Operations at Project Shema on all operational and administrative aspects of the organization's work.

Compensation: \$55,000-65,000; \$12,000 Health reimbursement fund (HRA)

About Project Shema: Named after the Hebrew word Shema, which means “to hear”, “to listen”, or “understand,” Project Shema works to deepen understanding and build compassion and bridges across communities. We provide a truly unique, nuanced approach to antisemitism education for those working to ensure inclusive spaces for all Jews. Since its founding, Project Shema has supported Jewish institutions and major corporations, locally and globally, to explore these complex issues. For more, [check out our core principles here](#).

Our work: Project Shema is an independent nonprofit organization that trains and supports the Jewish community and allies to understand and address contemporary antisemitism, with an emphasis on how anti-Jewish ideas can emerge in progressive spaces and in discourse around Israel and Palestine. Founded by Jewish leaders with deep ties in social justice movements, Project Shema brings a fresh and humanizing approach to these challenging issues.

Our Team Values:

- **P'tichut (Continuous Learning):** Being a great training and support organization requires a humble team dedicated to continuous listening, learning, and growth.
- **Briyut (Wellness):** The intensity of these issues will test us emotionally, so our team places a priority on mental wellbeing.
- **Chazak (Strength):** We're all here because we feel a sense of obligation to protect our community, so we're committed to fostering the strength & resilience necessary to do so.
- **Achdut (Solidarity):** We have each other's back.
- **Hinenu (Here we are):** In the moments our community is most afraid, our team steps up to support and guide those in our network.

General Expectations:

- You have a deep commitment to the wellbeing of the Jewish people.
- You are aligned with the organization's core principles as listed [here](#).
- You have a strong work ethic, are a self-starter, and can be productive with minimal supervision in a fast paced environment.
- You have a strong attention to detail and exceptional communication skills
- You ideally have demonstrable experience with the Airtable database platform
- You are proficient with Microsoft Office, especially Excel and PowerPoint, along with Slack, Google

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Drive/Workspace, and Mailchimp (or similar technology).

- You are skilled in working with a wide range of people, adapting to different communication styles, and building strong partnerships to achieve common goals.
- You have experience overseeing small-scale projects, effectively coordinating all phases from planning to execution, and achieving project goals within set timelines
- You are highly adaptable and thrive in a dynamic workplace setting while demonstrating the ability to adjust to new challenges or projects quickly
- We believe in a flexible approach to work and trust our team members to deliver the objectives of their roles within the deadlines we set collaboratively.
- This role has an expectation of responsiveness within 24 hours on workdays to the stakeholders being supported by this work.

Job Scope:

Administrative/Operational Support (100%)

- Support for long and short term survey data including creation of survey assets such as bitly links and QR codes
- Partnering with internal team to ensure assets are delivered in a timely manner
- Leveraging data from surveys to create templated reports for internal staff
- Maintenance and troubleshooting of Airtable database platform, used for internal calendar and event management as well as project management and lead data
- Manage adding, updating, and/or revising entries on the internal team calendar housed in Airtable.
- Support database management for external partner contacts, including updating contact information, creating lists for email communications, and other general data housekeeping and support as assigned
- Own the process for printing and shipping of physical documents for in-person events and trainings
- General data support and management, including creation of ad hoc reports for senior leadership
- Help build and/or maintain organized internal files, archives, drives, and/or information systems (Google Drive, Slack, Airtable etc.)
- Support the Director of Operations with onboarding of new employees
- Scheduling flights, booking venues, and coordinating with necessary vendors if necessary for quarterly in-person staff meetings or other similar events
- Supporting onboarding and/or rollout of new technology platforms across the organization
- Other general operational and administrative tasks as assigned by the Organization's leadership.

To apply: Email 1-2 paragraphs outlining how your unique skill set fits within the responsibilities below along with your resume to apply@projectshema.org with the subject line "Operations Coordinator Application"

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2025 Holiday Closure Dates

Wednesday, January 1 - Friday, January 3	New Year's Day
Monday, January 20	Martin Luther King, Jr. Day
Friday, April 11	Erev Passover (observed)
Friday, April 18	7th Day of Passover (observed)
Monday, May 26	Memorial Day
Monday, June 2 - Tuesday, June 3	Shavuot
Thursday, June 19	Juneteenth
Friday, July 4	Independence Day
Monday, September 1	Labor Day
Monday, September 22 - Monday, October 6*	Rosh Hashanah and Yom Kippur, Erev Sukkot
Tuesday, November 4	Election Day
Monday, November 24 - Friday, November 28	Thanksgiving
Monday, December 15 - Friday, January 2	End of Year Holidays

** Seven Flex Holidays**

Ex: Shemini Atzeret, First night of chanukah, Easter Monday, etc.

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Mandatory Vacation / Office Closure

Project Shema recognizes the importance of time off for employees to reconnect with themselves, their families, and their communities. As such, Project Shema enforces three full-team mandatory vacation periods when our office closes down so that our entire staff team can share in rest and relaxation. During this time, all internal and external meetings will be canceled and all staff will be required to enjoy vacation. The dates of Project Shema's mandatory vacation are:

- The "Ten Days of *Teshuva* (Repentance)" Erev *Rosh Hashanah* to after *Yom Kippur*
- The full week of Thanksgiving
- The last two weeks of December

Jewish Holidays

As a Jewish organization, Project Shema recognizes the following Jewish festival days as paid Jewish holidays for all employees:

- Sukkot (first and last day)
- Passover (first two and last two days)
- Shavuot (first two days)

Personal/Flex Holidays

Project Shema seeks to be inclusive of our diverse team and recognizes that employees celebrate different holidays and celebrate holidays differently. While we offer mandatory days off on certain national and Jewish holidays, we also offer employees 7 flex holidays annually. We invite our team to utilize these floating holidays to celebrate at times that are special to you whether for religious, cultural, or personal reasons. Project Shema encourages employees to inform the leadership team of when you plan to use floating holidays in advance, whenever possible. We trust our employees to use these days accordingly and there is no specific approval process to utilize a floating holiday. Floating holidays cannot be carried over to the next calendar year.

Examples of floating holidays may include, but are not limited to:

- A religious, cultural, or national holiday such as Christmas Eve, Veterans Day, etc.
- Days that align with school/daycare closures (President's Day, spring break, etc.)
- Special occasions such as birthdays, weddings, anniversaries, etc.

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