



Job Title: Executive Assistant

Job Location: Fully Remote

Time Expectations: Full-time

Job Overview: The Executive Assistant will support and serve as a key partner to the Chief Executive Officer at Project Shema. This role is responsible for handling scheduling, communication, meeting coordination, and special projects with a high degree of professionalism and discretion for the CEO and Chief Strategy Officer.

The ideal candidate for this role is someone who is a proactive self-starter with a demonstrated ability to manage multiple priorities and projects simultaneously in a fast-paced, dynamic, mission-driven environment. You are excited by the chance to join and support an organization at a pivotal moment in its growth, and you bring both the adaptability and the experience needed to thrive in a dynamic, evolving nonprofit. Candidates must be authorized to work in the United States.

We recognize that women, people of color, and others who are underrepresented in the Jewish professional world, often hesitate to apply unless they meet every qualification. If this role speaks to you, we encourage you to throw your hat in the ring. We want to hear from you.

Compensation: \$60,000; \$12,000 Health reimbursement fund (HRA); 401(k); flexible work structure; generous PTO policy as outlined below.

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 "Executive Assistant"

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.
- Simcha (Joy): While our work is difficult, we believe in the power of joy and humor to lift spirits, nurture resilience, and create a psychologically safe work environment.
- 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 are detail oriented, well-organized, and proactive.
- You have strong organizational, problem-solving, and change management skills.
- You have proven experience managing board relations and executive-level communications.
- You have exceptional verbal and written communication skills, with a polished and professional demeanor.
- You can uphold confidentiality standards and practice empathetic listening to support thoughtful, respectful, and effective communication with both internal and external partners.
- 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 are highly adaptable and thrive in a dynamic workplace setting while demonstrating the ability to adjust to new challenges or projects quickly.
- You are highly organized and have experience managing multiple priorities at the same time.
- 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 Support to the Project Shema C-Suite (100%)

- Provide high-level administrative support to the CEO, including complex calendar management, meeting coordination, and travel arrangements
- Serve as primary point of contact for CEO scheduling and administrative matters
- Serve as the primary internal point of contact for staff when scheduling is needed
- Coordinate logistics for internal and external meetings involving CEO and/or Chief Strategy Officer (CSO), including scheduling, venue/virtual setup, and distribution of meeting invites



- Partner with the CEO, CSO and VP of Operations to design and implement new operational processes related to executive access and building information sharing workflows during organizational transformation
- Draft, review, and prepare executive communications, presentations, and reports for internal and external audiences
- Coordinate and support all aspects of Board of Directors administration
- Prepare and distribute board materials and presentations; ensure timely follow-up on action items and decisions
- Serve as liaison between the CEO, Board members, and senior leadership to ensure alignment and clear communication
- Manage expense reports, reimbursements, invoices and vendor relationships as needed for the CEO and CSO
- Track deliverables, deadlines, and follow-ups from leadership meetings and organizational priorities
- Handle confidential and sensitive information with discretion and professionalism
- Support special projects and initiatives as assigned by the CEO or CSO

Paid Time Off at Project Shema

At Project Shema, we value the importance of time off to recharge, connect with family and community, and maintain overall well-being. Our generous PTO policy is designed to offer autonomy and flexibility as part of our broader compensation package.

Full team vacation closures

We observe three organization-wide vacation periods each year when our offices close to ensure collective rest:

- The “Ten Days of Teshuva (Repentance)” beginning with Rosh Hashanah (The Jewish New Year) and ending the day after Yom Kippur (The Jewish Day of Atonement).
- The full week of Thanksgiving
- The last two weeks of December

Individual Time Off

In addition to full-team closures, employees receive:

- 2 weeks of personal vacation
- 3 flexible holidays
- 10 federal holidays
- Select Jewish holidays

Jewish Holidays

All dates observed as paid time off for all employees:

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

Flexible Holidays



Employees may use their 3 flex holidays for personal, cultural, or family events. Examples include:

- Religious or cultural holidays (ex. Veterans Day, Easter Monday, First night of Chanukah)
- School or Daycare related closures (ex. President's Day, spring break)
- Personal milestones (ex. birthdays, weddings, anniversaries)