



### **Program Associate and Administrator (Full-time)**

Third Space at Shaarei Tfiloh in Baltimore, Maryland seeks a creative and highly motivated **Program Associate and Administrator** to join our team. You will be an integral part of this new organization, helping to support programming at all stages along with day-to-day administrative work. The ideal candidate will have excellent organization and time management skills and be excited to work in support of delivering Jewish programming and beyond in this new, cutting-edge organization. This role includes night and weekend work commitments and requires someone who is comfortable to be in a front facing role with patrons, volunteers, vendors and talent. The position will be great for a professional looking to grow in non-profit, Jewish communal or program work who will both contribute to and grow the organization in a support role at its early stages.

### **Responsibilities**

- Support Third Space programming in areas of administrative support, program prep, vendor communication, pre-program shopping and set up, communication with other departments related to program needs and ensuring deliverables are managed and met for the purpose of timely and quality execution.
- Serve in an administrative role to Executive Director related to programming and some additional support areas that relate to Third Space content and growth. This could include helping to schedule meetings, managing Third Space voicemail, returning calls, email support, etc.
- Serve in a lead or support staffing role for an average of 1 – 2 night/weekend programs a week. Third Space is committed to equitably sharing night and weekend work and will always work to ensure no staff person works more than their share.
- Work closely with Operations Manager and Marketing and Comms Manager to ensure efficient workflows and cross-departmental function.
- Other responsibilities deemed necessary to support of program work and administrative needs as the organization continues to grow and needs evolve.

### **Qualifications/Requirements:**

- Bachelor's degree or the equivalent with a minimum of 2 years of experience working in an administrative or program support role.
- Demonstrated success in your ability to handle multiple projects simultaneously and meet deadlines, excellent time management skills
- A strong customer service personality and communication skills to be successful with both intra-organization communication and a commitment to relationship building with external partners, vendors, volunteers, patrons and more.
- An excitement for and preparedness to contribute to a start-up environment

- Strong proficiency with all Microsoft Office platforms and ability to create templates, excel docs with formulas, and other frameworks for streamlining work deliverables.
- Good judgment and cultural sensitivity
- Ability to hold sensitive information and other details that this role may be privy to based on working with executive leadership.
- Knowledge of Jewish culture, holidays, and traditions will be prioritized
- Regular use of a car and ability to lift up to 30 lbs

### **To Apply:**

Applications will be accepted on a rolling basis. Please send a cover letter and resume to [Randi@thirdspacest.org](mailto:Randi@thirdspacest.org) with “Program Associate and Administrator” in the subject line. Candidates will be contacted if there is an opportunity to be interviewed. *Third Space is an equal employment opportunity employer.*

**Salary Range:** \$50,000 - \$62,000 commensurate with experience

**FLSA Status:** Non-exempt

### **Benefits:**

Third Space has a competitive benefits package that includes Health, Vision and Dental Insurance, Paid Vacation and Sick Leave, Retirement Savings, Pre-tax Transit Benefit, Paid Holidays, Parental Leave, and more. In addition to paid time off, our office is closed for Federal holidays and flexibility over Jewish holidays, to be discussed based on program deliverables.-

### **What is Third Space?**

Third Space at Shaarei Tfiloh is designed to be a gathering spot grounded in Jewish culture and learning, welcoming to all, and connected in intentional and meaningful ways to the neighborhood around it. It aims to be a gateway (*shaar* means gateway in Hebrew) to meaningful engagement and a relational community builder. We are housed in a historic former synagogue called Shaarei Tfiloh located on Liberty Heights Avenue by the Maryland Zoo. Constructed from 1921, it is one of the oldest synagogue buildings in Maryland. We hope to serve as a hub for learning, connecting and building community.

[www.thirdspacest.org](http://www.thirdspacest.org)