



Westside JCC  
los angeles

WESTSIDE JEWISH COMMUNITY CENTER

5870 W. Olympic Blvd., Los Angeles, CA 90036 Ph 323 938-2531 Fax 323 954-9175

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**JOB POSTING**

**Position:** Program Services Assistant

**Hours:** Part-Time, Monday-Friday, 9am to 1 pm (Option for some additional hours)

**Position Description:** Assist the staff and clients from the Front Office of a multi-faceted Jewish Community Center. Serve as the JCamp Registrar to help market camp, answer questions, and register campers for the fall, winter, spring, and summer camps. In addition to various administrative & customer-service functions, you will be an integral part of the Westside JCC team as we continue to build community and serve as a gathering space for people of all walks of life.

**Qualifications:**

- Minimum 1 year administrative office experience.
- Experience in a customer-service setting strongly preferred.
- College degree preferred.
- Must LOVE working in a front-office environment & dealing with the public.
- Punctual & reliable; able to commit to position's stated hours.
- Strong written & oral communication skills.
- Computer literate & internet-savvy. Must know PC programs, particularly MS Office (Word, Excel, Outlook) & be a quick learner on new software.
- Able to work independently or as a team member as the situation demands.
- Able to follow issues through to resolution.
- Must bring a helpful, friendly spirit to meeting the needs of a diverse clientele, including patrons and co-workers.
- Able to represent Westside JCC with professionalism & good judgement.
- Must have enthusiasm for Westside JCC's mission & programs (see [www.westsidejcc.org](http://www.westsidejcc.org)).
- Experience in a non-profit environment a plus.
- Knowledge of Jewish traditions and values a plus.

**Responsibilities:**

- Be the friendly voice & face of Westside JCC's front office.
- Handle phone and in-person inquiries regarding programs & memberships.
- Be knowledgeable, informative & enthusiastic about all of Westside JCC's program offerings.
- Manage registration, accept payments, do attendance tracking and coordinate logistical needs for select programs, including day camp & senior programs.
- Assist with Center special events & programs as requested (occasional night or weekend hours).
- Mail distribution, copier maintenance, supply ordering, meeting set-up & other administrative tasks as assigned.
- Serve as the registrar for our youth and family programs, including JCamp

Interested candidates should send a resume and cover letter to [jobs@westsidejcc.org](mailto:jobs@westsidejcc.org).  
(Use PSA18 in subject line)