

Position available

Jewish Life Project Officer

Moriah College is a co-educational Early Learning - Year 12 Jewish Day School based in Sydney's Eastern Suburbs. The College has earned an outstanding reputation for academic excellence complimented by dynamic co- and extra-curricular programs.

An exciting opportunity has become available for an engaging, personable and organised individual to join the Jewish Life Department as a Project Officer. This is a permanent part time position (3 days a week).

Key Duties & Responsibilities:

- Administration for the Jewish Life team
- Coordination and management of Jewish and College Life projects such as The Chesed Project, Mezuzah and Tefilin program, Brownstone program etc
- Plan and coordinate both formal and informal Jewish programs and events
- Assist with the planning and coordination of chagim and other significant events and assemblies
- Manage travel arrangements
- Ad hoc duties as required by the department and College

Experience Required:

- Deep knowledge, understanding and appreciation of the Modern Orthodox Zionist ethos
- Two years minimum in event management/project management
- Proficiency with Canva
- Proficiency with Adobe Creative Suite and PowerPoint would be an advantage
- Proficiency with video and photography equipment
- Proficient with computer systems and knowledge of Microsoft Office suite
- Excellent verbal and written communication skills
- Attention to detail with an ability to multitask
- Ability to work autonomously
- Excellent time management

All appointments will be based on merit selection without reference to the religion of applicants. An empathy with the Modern Orthodox Jewish Day School ethos is essential. Any offer of employment will be subject to background checks and child protection screening.

A valid Working with Children Check and proof of full vaccination is essential.

Application process:

To apply for this position, you will need to be an Australian Citizen/Resident/have a current Australian Work Visa. In your application, please include a cover letter, your CV and two referees and forward to jobs@moriah.nsw.edu.au

If you have any questions, please email jobs@moriah.nsw.edu.au

Moriah College provides a dynamic working environment where staff are valued and students are committed to learning. Moriah College is a modern Orthodox Jewish Day School with a tradition of strong academic results.