



Executive & HR Coordinator

ABOUT THE JCC EAST BAY

The JCC East Bay is a welcoming home for people of all ages and life stages. Inspired by Jewish values, culture, and tradition, we build interpersonal relationships, foster learning and curiosity, and offer accessible pathways to Jewish life. The JCC's core programs include early childhood education and preschool; camp and afterschool programs; teen engagement; older adult activities; intergenerational Jewish holiday celebrations; and ongoing opportunities to connect with Jewish life and our richly diverse community. The JCC East Bay operates from five locations: our full-service building in Berkeley, afterschool programs at Joaquin Miller Elementary, Thornhill Elementary, and Hintil Kuu Ca School in Oakland, and administrative offices on our soon to be flagship campus in Oakland.

POSITION SUMMARY

The Executive & HR Coordinator is a key member of the administrative and leadership support team, reporting to the Chief of Staff. This exempt position provides high-level administrative, operational, and strategic support to the Chief Executive Officer and executive team, while also managing critical components of the organization's human resources operations. The ideal candidate is proactive, detail-oriented, and exercises sound judgment and discretion in managing priorities and sensitive matters. They thrive in a fast-paced, mission-driven environment and contribute to a culture of professionalism, inclusion, and collaboration.

Executive Support

- Provide high level administrative and strategic support to the Chief Executive Officer and executive leadership team
- Manage executive calendars, communications, meeting coordination, and follow-up on action items and deliverables.
- Draft, review, and edit correspondence, reports, and presentations with minimal supervision.
- Coordinate logistics, materials, and documentation for leadership and board meetings, and prepare minutes and summaries.
- Exercise independent judgment in prioritizing requests, managing competing demands, and safeguarding confidential information.
- Oversee select organizational projects and ensure deadlines are met.
- Develop and maintain efficient administrative systems and procedures to enhance executive team operations.

Human Resources

- Partner with the Chief of Staff to support and implement HR policies, processes, and initiatives.
- Manage and improve recruitment workflows, including job postings, candidate communications, and hiring coordination.

- Oversee onboarding and offboarding processes, ensuring compliance with internal policies and applicable laws.
- Maintain HRIS accuracy and integrity, managing changes to employee records, compensation updates, and performance tracking.
- Support benefits administration, compliance filings, and employee relations documentation.
- Coordinate the annual performance review cycle and assist in identifying training and professional development needs.
- Assist in the development, revision, and communication of HR policies and the employee handbook.
- Contribute to initiatives that strengthen employee engagement, culture, and retention.

Organizational & Administrative Support

- Serve as a trusted liaison between executive leadership and staff, ensuring clear and effective internal communication.
- Help coordinate all-staff meetings, retreats, and internal engagement events.
- Collaborate with Finance and Operations on cross-departmental projects, process improvements, and data management.
- Take initiative in identifying opportunities for improved efficiency and consistency across organizational systems.

General

- Provide leadership and administrative support for organizational initiatives and special projects.
- Support development, community engagement, and public events as needed.
- Perform other responsibilities as assigned by the Chief Executive Officer or Chief of Staff.

REQUIRED MINIMUM QUALIFICATIONS

- 2–5 years of progressively responsible experience in executive administration, human resources, or operations, preferably in a nonprofit or mission-driven organization.
- Demonstrated ability to exercise independent judgment, handle confidential information, and make decisions aligned with organizational priorities.
- Strong organizational and time management skills with attention to detail and follow-through.
- Excellent written and verbal communication skills.
- Experience with HRIS systems and Google Workspace required; familiarity with Paycom a plus.
- Proven ability to manage multiple priorities in a fast-paced environment.
- Commitment to professionalism, integrity, and a collaborative approach.
- Availability for occasional evening or weekend meetings or events.
- Commitment to the mission of the JCC East Bay.



The salary range for this position is \$69,000 - \$75,000 annually. This is a full-time, onsite role. Excellent benefits including medical, dental, vision, vacation, sick pay, and holidays (including Jewish).

The JCC East Bay is an Equal Opportunity Employer and makes employment decisions on the basis of merit. JCC East Bay policy prohibits unlawful discrimination in accordance with federal, state, and local laws. The JCC East Bay complies with the Americans with Disabilities Act and is committed to providing reasonable accommodations for people with disabilities. If you require particular accommodations during the application and interview process, please inform us of your needs so that we can provide accordingly.

Systemic inequities in hiring have caused women, people of color, LGBTQ+ folks, and others to apply to jobs only if they meet all of the qualifications. The JCC East Bay encourages you to apply anyway, as no one ever meets 100% of the qualifications. We look forward to your application.