



## **Associated Talmud Torahs of Chicago - An Overview**

The Associated Talmud Torahs (ATT) has supported Orthodox Jewish day schools in the Chicagoland area for nearly 100 years, serving as a unifying central educational partner. The ATT acts as the connective tissue between schools by fostering collaboration among principals, lay leaders, and teachers. The ATT strengthens schools to meet the needs of their diverse student populations, advocates for financial resources, and promotes ongoing growth for educators.

The ATT focuses on four specific pillars: Funding Liaison; Professional Development; REACH; Teacher Welfare & Support.

The ATT seeks to hire an Executive Assistant to the CEO who embodies the following characteristics:

- Deep experience in the Orthodox Jewish community with a deep understanding of its full spectrum of practices and beliefs.
- An agile, positive-growth mindset, adept at listening, learning, adapting, and integrating change.
- Recognizes community unity is core and respect for the whole community is essential.
- Confident yet humble, with comfort in forging trusting relationships with internal ATT staff and board, school leaders and teachers, and educational partners and funders.
- High-level organizational skills, as well as being a visionary, strategic, and process-oriented thinker.

With clear priorities in place, the ATT is hiring a skilled and respected Executive Assistant who aims to build a long-term career supporting this key educational organization.

### **Application Instructions**

If you're passionate about Jewish education and ready to make an impact right away, visit [www.att.org/joinourteam](http://www.att.org/joinourteam) to fill out the application. Phone calls will not be accepted. Review of applications will begin immediately.

## **Executive Assistant - Professional Job Description**

**JOB TYPE:** Full-Time | On-Site | 3531 Madison St, Skokie, IL 60076

**REPORTS TO:** CEO

### **POSITION SUMMARY**

The ATT is seeking a warm, humble, highly dependable, and highly organized professional to support the CEO in managing day-to-day responsibilities. The ideal candidate will ensure smooth operations by coordinating schedules, preparing for meetings, managing communications, and handling logistics with care and precision. This role plays a key part in ensuring the CEO remains focused on organizational priorities and advancing the ATT's mission while the Executive Assistant executes all supporting tasks. The ideal candidate will bring strong communication skills, sound judgment, and a commitment to supporting leadership in a thoughtful and mission-aligned environment.

### **PRINCIPAL RESPONSIBILITIES**

#### **Strategic Support**

- Provide high-level support to ensure smooth execution of responsibilities across leadership, strategic planning, and community engagement.
- Help prioritize requests, protect deep-work time, and maintain focus on mission-aligned goals.
- Anticipate the needs of and proactively identify opportunities to enhance efficiency, communication, and impact.

#### **Calendar & Meeting Management**

- Manage an active and dynamic calendar, balancing internal meetings, community engagements, school visits, and professional obligations.
- Coordinate, schedule, and prepare for meetings — including agendas, materials, follow-ups, and room or Zoom logistics.
- Ensure strategic alignment of meetings with organizational priorities.

#### **Communication & Correspondence**

- Draft, edit, and manage communications — including emails, letters, presentations, and reports.

## **Project Management**

- Track key initiatives, deadlines, and deliverables; ensure nothing falls through the cracks.
- Support the execution of events, campaigns, and special projects in collaboration with staff, board members, and community leaders.

## **Travel & Logistics**

- Coordinate complex travel arrangements, itineraries, and logistics for conferences, school visits, and donor meetings.
- Prepare detailed briefing materials ahead of engagements.

## **Administrative Excellence**

- Maintain organized systems for documents, contacts, and files.
- Manage reimbursements, vendor relationships, and basic budgeting tasks as needed.

## **Discretion, Culture & Community Sensitivity**

- Handle confidential information with the highest level of discretion.
- Represent the ATT with poise and professionalism, reinforcing the organization's values and tone.
- Demonstrate deep familiarity with the Orthodox Jewish community and comfort navigating relationships across the religious and educational spectrum — from school leadership to lay partners and community stakeholders.

## **QUALIFICATIONS: SKILLS, EXPERIENCE & KNOWLEDGE REQUIREMENTS**

- Proven experience in a high-level administrative or executive support role.
- Exceptional organizational skills with the ability to manage multiple priorities and deadlines.
- Strong written and verbal communication skills, including experience drafting professional correspondence.
- High level of discretion, professionalism, and sound judgment.
- Proficiency in Microsoft Office Suite, Google Workspace, CRM Software, and calendar management tools.
- Strong attention to detail and ability to anticipate needs and solve problems proactively.
- Comfortable working independently as well as collaboratively across teams.
- Experience coordinating travel, managing logistics, and supporting event planning is a plus.
- Familiarity with the Orthodox Jewish community and ability to navigate relationships across diverse stakeholders is strongly preferred.
- Bachelor's degree or equivalent professional experience preferred.

## **COMPENSATION**

The ATT provides a comprehensive compensation package, including health insurance, a 401(k) retirement plan with a significant match, life insurance, and short-term and long-term disability coverage. The salary range is competitive at a range of \$55,000 to \$65,000, and aligned with the candidate's work experience.