



American Jewish Joint
Distribution Committee

JDC.org

NYHQ Job Posting

Position: Archives Project Specialist
Department: JDC Archives
Reports To: Assistant Executive VP Director of Global Archives
Status: Full time

JDC NYHQ is seeking an Archives Project Specialist to join the dynamic, active JDC Archives team for a position with responsibility for several special projects.

Responsibilities:

- Co-edit the JDC Archives Quarterly e-Newsletter
 - Plan, write, and edit content
 - Liaise with Marketing and Communications Department
 - Review user analytics and statistics
- Assist in the Selection Process of JDC Archives Fellowship and Grants Programs
 - Conduct global outreach to publicize the fellowships and Grants
 - Handle applicant inquiries and manage the application process
 - Prepare materials for the Fellowship Advisory Committee and the Documentary Film Grant Advisory Committee
- Organize Public Programs and Speaker Events
 - Identify and partner with institutional co-sponsors to plan programs
 - Liaise with fellows and speakers for presentation preparation
 - Arrange for recording/filming of events
- Administer the JDC Archives Facebook Page
- Coordinate JDC Archives Academic Workshops
- Other assignments, as needed

Qualifications and Key Competencies:

- BA degree required; Master's degree preferred
- Minimum 1-3 years of work experience
- Interest in history and in playing a role in a dynamic, active Archives team
- Knowledge of and interest in modern Jewish history preferred
- Well-organized and detail-oriented
- Strong verbal, writing and editing skills
- Proficiency with Microsoft Office and Outlook and with social media
- Great interpersonal skills

-
- Ability to work well in a team environment as well as independently
 - Self-starter who can initiate ideas

Please send your resume, cover letter and salary expectations to careers@jdc.org