



Jewish Family Services
of silicon valley

Assistant Executive Director Position Opening

Jewish Family Services of Silicon Valley (JFS SV) is seeking a **Full-Time Assistant Executive Director** to work closely with the Executive Director in all facets of day to day administration and operation of the agency. We need a visionary team leader and multi-tasker who enjoys mentoring staff and building and sustaining strong programs through an exciting period of growth.

You will **manage and create** programs and services for a diverse clientele that includes families, seniors, émigrés, holocaust survivors, volunteers, and others. Your job responsibilities include supervising social services and community engagement staff, assuring grant and contract compliance, and collaborating with community partners. You will also take an active role in grant development/management and marketing of services.

You must be **outgoing, friendly, positive, and highly organized**. Strong written and verbal communication skills, including knowledge of Microsoft Office are required. Salary is commensurate with experience.

Great benefits, supportive colleagues and positive work environment on a beautiful campus.

Requirements:

- MSW or MFT; **LCSW or LMFT certification highly preferred**
- Seven years post graduate work (including supervision of staff, contract management and direct counseling/case management work with clients) in a non-profit agency.
- Prior supervision of volunteers and fund development experience.
- Understanding of Jewish community, religion and the unique issues Jews face
- Ability to work well with others (including volunteers, clergy, educators, JCC, Chai House and other professionals) in Jewish and secular community

Résumés to: jobs@ifssv.org

Jewish Family Services of Silicon Valley
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Our Mission:

Jewish Family Services of Silicon Valley empowers individuals and families facing life's challenges by providing quality human services inspired by Jewish values.

*Jewish Family Services of Silicon Valley is an Equal Opportunity Employer
and prohibits discrimination and harassment of any kind.*

*We are committed to the principle of equal employment opportunity for all employees
and to providing employees with a work environment free of discrimination and harassment.*