

CONFERENCE PROGRAM ASSOCIATE

ASSOCIATION FOR JEWISH STUDIES

The Association for Jewish Studies, the learned society and professional association of academic Jewish Studies, seeks a part-time Conference Program Associate to assist with organizing the AJS Annual Conference. This position will involve supporting all aspects of the conference's scholarly program, including the submission, evaluation, and scheduling process. The ideal candidate will have at least an MA degree in Jewish Studies; familiarity with the breadth of the field and scholars involved in it; impeccable writing, organization, and project management skills; appreciation for diplomacy, confidentiality, and collegiality; and the ability to work under tight deadlines and manage multiple tasks. The position is 10 - 15 hours/week with competitive salary; no benefits. Applicants should send a cover letter detailing relevant skills and interest in the position; a c.v.; and the names and contact information of three references to Rona Sheramy, AJS Executive Director, ajs@ajs.cjh.org (please note in e-mail subject line: Conference Program Associate). Position available immediately; open until filled.