



Join us and help to create the dynamic and cross-communal Limmud Festival in December and support our first Limmud Global Volunteer Forum

Limmud Events Administrator

Short Term Contract (November 2017 – February 2018, hours vary by month)

Competitive Salary

Based at Limmud's Head Office in North Finchley, London.

Limmud has an exciting opportunity for exceptional individual to be part of a committed team supporting the delivery of a range of Jewish learning opportunities at our annual Limmud Festival in December and our first Limmud Global Volunteer Forum, where we will host volunteers from around the world at a special gathering in Spring 2018.

You will join the small staff team of this grassroots organisation, working alongside our fantastic volunteers, guiding participants through the registration process, working with presenters from across the world, and providing administrative support to the Limmud Festival team in the run-up to and during the event. For the Limmud Global Volunteers Forum, assisting with the administration and registration during the early months of 2018.

You must be extremely well-organised and methodical, and have demonstrable communication and administrative skills. A strong level of IT literacy is essential (MS Excel, Word).

You must be able to work calmly and patiently under pressure alongside Limmud volunteers and staff, as well as being able to handle queries from participants and presenters efficiently and effectively.

Previous experience of Limmud events, either as a participant or a volunteer, is a bonus.

Deadline to apply – Tuesday 17th October. Interviews week of 23rd October.

For more information, or, to apply with a covering letter and CV, please contact Alanna Lewis, Head of Logistics, on 020 3115 1620 or email at; alanna@limmud.org