



The Aleph Institute
 4221 Wilshire Blvd, Suite 240
 Los Angeles, CA, 90010
 310-598-2142

Career Opportunities at Aleph

The Aleph Institute is looking to fill a number of positions as our organization expands. We work to provide support, advocacy and light to families in their darkest hours and need dedicated, talented staff. Join us in our rewarding mission to reach some of our society’s most “forgotten” members in a friendly, observant work environment. If interested, please send resumes to jobs@aleph-institute.org.

Executive Assistant

\$40-50k

Job Duties

Maintain and manage their calendar, travel and communications for a busy executive
 Oversee research and other projects as needed

Qualifications and Skills

Excellent verbal and written communications
 Bookkeeping experience, certification preferred
 Organized and follows through on direction

Donor and Relationship Development Associate

\$45-\$60k

Job Duties

Maintain database of donors and supporters.
 Oversee and manage public relation campaigns such as a quarterly newsletter and social media
 Support Donor Development Manager in all tasks related in donor relations.
 Follow up with donors on pledges when necessary.

Qualifications and Skills

Great at communication and maintaining relationships
 Social media, CRM and e-mail marketing experience
 Deadline driven and organized

Volunteer Coordinator - Part Time

\$20-25 / HR

Job Duties

Create and maintain database of prospective and current volunteers
 Reach out to potential volunteers to ascertain skills
 Communicate with other departments to track volunteer needs
 Schedule volunteers to assist on projects as needed

Qualifications and Skills

Systems creation and management experience
 Organized and thorough

Advocate

\$45-60k

Job Duties

Advocating on behalf of men and women in prison. Communicating with govt and prison officials.
 Lobby for each individual case and see the case through until completion.
 Maintain all updates in a database in an organized and clear way.

Qualification and Skills

Great at communicating and maintaining relationship with people.
 Organized, thorough and takes initiative to see tasks through to completion

Salary Range based on experience.

Remote work may be considered in certain circumstances.