



Administrative Assistant, Maternity Leave
March - May 2024

Hillel Torah North Suburban Day School located in Skokie, IL, is seeking a qualified Administrative Assistant to join our Early Childhood team from mid-March through the beginning of May.

The Administrative Assistant for our Early Childhood program is responsible for supporting the Early Childhood Director and Early Childhood Staff, and creating a warm and inviting atmosphere for students and parents. Duties include parent communication, general office responsibilities, answering the phones, ordering and maintaining supplies, coordinating special programs, creating documents and spreadsheets, among other duties as needed.

The ideal candidate will be comfortable working with young children, warm, friendly, and easy to work with. Excellent organizational, computer, and communication skills are essential.

About Hillel Torah:

We are a dynamic and innovative Jewish private school preparing the leaders of tomorrow. Our progressive, child-centered approach promotes academic excellence in both general and religious studies. We encourage our students to develop a life-long commitment to learning and to the global community.

Hillel Torah is a vibrant and supportive team-oriented work environment. Salary commensurate with education and experience.

To apply: Send resume and cover letter to jennifer.wasserman@hilleltorah.org