

Parnasah Referrals

לז"נ : חיים דוד יהודה בן ר' מרדכי הכהן ע"ה

parnasahreferrals@verizon.net

Bookkeeper

We're looking for a dependable, detail-oriented Bookkeeper to join our school team.

Qualifications:

- Experience with bookkeeping or accounting
- Experience in payroll processing
- Proficient in QuickBooks and Microsoft Excel
- Strong organizational and communication skills
- Ability to maintain accurate financial records and work independently
- School bookkeeping experience is a plus

Please submit your resume and references to Lbensinger@imagineacademy.com

Thank you to Lea Bensinger

Senior Asset Manager

New York Metro Area (Suburban Offices) | ~\$250K base + bonus | Full-Time

We are seeking an experienced senior asset manager to oversee our suburban office portfolio across the New York metro area. This is a hands-on role with full P&L ownership and direct decision-making authority.

Responsibilities:

- Full asset-level ownership: business plans, budgets, reforecasts, and hold/sell analysis
- Drive NOI growth by maximizing the P&L across the portfolio — revenue optimization, expense management, and value-add execution
- Leasing strategy and execution: deal structuring, LOI and lease negotiation, TI/LC underwriting, and management of brokerage teams
- Property management and construction oversight; delivering capital projects on time and on budget
- Lender and JV partner relationships, reporting, and financing execution
- Cash flow modeling and quarterly valuations in Argus and Excel

Qualifications:

- 8–15 years in commercial real estate asset management, with direct suburban Class A–B office experience
- Demonstrated track record of NOI growth and complex leasing execution across multi-asset portfolios
- Strong command of lease documents and the ability to identify value and risk independently
- Advanced Argus and Excel modeling skills
- Active, field-oriented approach with regular site presence across multiple markets

Compensation:

- Competitive base salary and performance bonus

jeisenstadt@argentventures.com

Thank you to Menachem Fischer

Marketing & Content Coordinator

Athletes for Israel | New York, NY

Aden Cohen, Content Director & Videographer | Email: aden@athletesforisrael.org | Phone: 201-686-2165 | Athletes For Israel: <https://www.athletesforisrael.org/>

We're looking for a Marketing & Content Coordinator to join our team in New York and help bring AFI's story to life across digital platforms and beyond. This is a hands-on, cross-functional role: you'll be creating content, managing our social presence, supporting events, updating our website, and keeping day-to-day operations moving, all while working closely with the Director of Digital Media. The right person is a true self-starter who shows up with ideas, moves fast, and cares deeply about the mission.

Responsibilities:

- Content ideation: come to the table with ideas. Not waiting to be assigned, you're actively and constantly pitching angles, formats, and concepts for social media posts.
- Community management: manage online communication with athletes and partners through comments, DMs, and engagement across platforms in a timely and on-brand way.
- Event support: assist with event logistics and content planning for AFI trips, dinners, delegations, and activations.
- Website content updates: upload copy, photos, blogs, and new pages to our site. Keep the site current and accurate.
- Internal content and graphics: design posters, promotional graphics, and materials for events, trips, and internal communications.
- Research: dig into athlete backgrounds, brand collaboration opportunities, stats, and context to inform content strategy and upcoming social media posts.
- Content calendar ownership: assist in managing schedules and publishing across platforms independently and maintain organized asset libraries and documentation.
- Operational support: handle day-to-day logistics as they arise — shipping, internal communication tools, file organization, and other tasks that keep the team running smoothly.

What You Bring:

- Platform fluency: concrete understanding of Instagram, TikTok, X, etc.
- Graphic design: proficiency in Canva and/or Photoshop
- Strong copy skills: you write captions, headlines, and short form copy
- HubSpot: experience with HubSpot CMS and/or CRM, or a demonstrated ability to learn new tools quickly.
- AI tools: open to learning and integrating AI into your workflow
- Strong organizational skills: ability to handle multiple tasks at once, strong communication

Who You Are:

- A self-starter: you don't wait to be told what to do next. You see what needs to happen, and you make it happen.
- Creatively instinctive: you have a genuine feel for the social media landscape; you understand trends, platform culture, and what makes content stop a scroll, not just how to execute visually.
- Passionate and collaborative: you care about the work and the mission, and you're willing to go the extra mile for both.
- Familiar with the space: knowledge of or genuine interest in the Jewish community, Israel advocacy, or the nonprofit world is a meaningful plus.

How to Apply: Send your resume, a brief note on how you feel you can contribute, and two to three examples of content you've created to aden@athletesforisrael.org.

About Athletes for Israel: Athletes for Israel (AFI) is a nonprofit organization that connects athletes to Israel through delegations to Israel, educational programs, community events, and relationship-building initiatives. We operate at the intersection of sports, Jewish identity, and advocacy, and we're at an exciting inflection point as we grow our programming, our team, and our reach.

Thank you to Menachem Fischer

Health Paraprofessional

Brooklyn, NY | \$25 per hour | FT/PT

We are seeking dependable and caring health paraprofessionals to support students during the school day. The paraprofessional will work one-on-one with an assigned student and assist with the student's health, safety, personal-care, mobility, and daily school-related needs. The position is during school hours, and the exact schedule will depend on the student's school placement.

Apply: <https://www.smstaffingjobs.com/apply/99987697970001004>

Engineering Teacher – Girls High School

Brooklyn, NY | \$80/hr | Part-Time

We are hiring an Engineering teacher to work with high school students one day per week from 1:00 PM to 4:00 PM. Curriculum and training are provided.

Apply: <https://www.smstaffingjobs.com/apply/99987697970001003>

STEM Teacher – K-12 School

Brooklyn, NY | \$40k - \$50k | Part-Time

We are hiring a STEM teacher to work with K-12 students on Monday through Thursday from 12:30 PM to 4:30 PM. Curriculum and training are provided. A master's degree is required.

Apply: <https://www.smstaffingjobs.com/apply/99987697970001002>

Interior Design Teacher – Girls High School

Brooklyn, NY | \$7,200 per year | Part-Time

We are hiring an Interior Design teacher to work with middle school students Tuesday through Thursday from 10:45 AM to 11:30 AM. Curriculum and training are provided.

Apply: <https://www.smstaffingjobs.com/apply/99987697970001001>

State Director

Woodmere, NY | \$60k - \$100k + Benefits | Full-Time

Tasks:

- Calling doctors and referrals
- Intake
- Guiding people through the paperwork process
- Communicate with the onboarding team
- Developing strategy
- Compliance
- Communicate with the clinical team to make sure everyone is on top of their cases
- Travel to various states 2 times a month

Qualifications:

- ABA experience preferred
- Can be entry-level
- Detail oriented

- Hustler
- Good communication skills
- Creative

Apply: <https://www.smstaffingjobs.com/apply/99987697970000944>

Payroll Director

Brooklyn, NY | \$100k+ | Full-Time

We are seeking an experienced, detail-oriented Payroll Director to lead and manage our payroll operations. The ideal candidate will bring deep expertise in payroll compliance, systems, and process improvement. This role ensures accurate and timely payroll for all employees and compliance with federal and state regulations.

Key Responsibilities:

- Oversee and process biweekly payroll for 800+ employees
- Ensure compliance with all federal, state, and local wage and hour laws.
- Manage payroll systems and work with HR and Finance teams to streamline data flow and accuracy.
- Maintain payroll policies, procedures, and documentation for audits and regulatory requirements.
- Lead payroll-related projects, including system upgrades, automation, and reporting improvements.
- Partner with HR and Finance on budgeting, forecasting, and employee compensation reporting.
- Provide excellent internal customer service to staff regarding payroll inquiries.

Qualifications:

- Bachelor's degree in Accounting, Finance, Human Resources, or related field (or equivalent experience).
- Minimum 3 years of payroll experience; nonprofit or healthcare experience a plus.
- Strong understanding of payroll laws and regulations.
- Excellent analytical, organizational, and communication skills.

Why Join Us:

- Competitive salary and comprehensive benefits
- Generous paid time off and holidays
- Retirement plan with employer match
- Supportive, values-driven culture
- Opportunities to contribute to meaningful work that impacts lives every day

Apply: <https://smstaffing.herokuapp.com/apply/99987697970000980>

Bookkeeper

Queens, NY | \$45k - \$55k | Part-Time

Tasks:

- AP
- AR
- Manage QuickBooks
- Coordinate with tuition community
- Follow up with parents
- Create infographics

Qualifications:

- 1 year of QuickBooks experience minimum or a course completed

- Good communication skills
- Detail oriented
- Trustworthy
- Team player

Apply: <https://www.smstaffingjobs.com/apply/99987697970000979>

The Migdal Ohr office in the US is hiring for two roles. At American Friends of Migdal Ohr, we're more than a nonprofit — we're a family united by a shared commitment to transforming the lives of Israel's most vulnerable children and young adults. We're seeking exceptional individuals who are dedicated, proactive, highly organized, and thrive in a fast-paced, collaborative environment. This is an in-person position based in northern New Jersey. Send a CV to: search@migdaloehrusa.org

Development & Engagement Associate

American Friends of Migdal Ohr | Northern New Jersey (In-Person) | \$75,000 - \$90,000 | Full-Time

The Development & Engagement Associate plays a key role in advancing Migdal Ohr USA's fundraising and donor engagement efforts by managing development operations, coordinating fundraising events, and supporting donor stewardship. Working closely with the Executive Director and Director of Development, this position ensures the seamless execution of cultivation strategies, donor communications, fundraising events, and development operations, enabling senior leadership to focus on building and strengthening major donor relationships and opportunities. Reports to: Executive Director & Director of Development.

Development Operations & Donor Stewardship:

- Ensure timely follow-up after donor meetings, solicitations, and events.
- Coordinate personalized donor stewardship and recognition.
- Maintain accurate donor records in NetSuite, including interactions, pledges, proposals, and cultivation activity.
- Develop and steward relationships with assigned donor portfolios, including minor and mid-level donors, while expanding engagement through initiatives such as Bar/Bat Mitzvah campaigns and other grassroots fundraising opportunities.

Prospect & Development Support:

- Track donor pipelines and cultivation plans.
- Prepare donor research, prospect profiles, briefing materials, and meeting agendas.
- Coordinate donor meetings and manage follow-up action items.
- Assist with proposals, presentations, board materials, and fundraising communications.
- Manage development calendars, timelines, and administrative priorities.

Event Planning, Execution & Reporting:

- Manage all event logistics from planning through execution.
- Coordinate venues, vendors, invitations, registration, audiovisual, décor, and day-of operations in partnership with event committees.
- Serve as the primary liaison for hosts, committees, volunteers, and vendors.
- Prepare pre-event briefing materials, including attendee profiles, giving history, and strategic objectives.
- Coordinate post-event stewardship communications, debriefs, and follow-up strategies.
- Prepare event summaries, attendance reports, fundraising metrics, and donor engagement insights for leadership and board reporting.
- Partner with the Marketing & Communications team to provide event content, photos, and key highlights for newsletters, social media, website, and organizational communications.

- Track event outcomes, document cultivation opportunities and recommended next steps, and ensure timely follow-up is incorporated into donor cultivation plans.

Leadership Circle & Volunteer Engagement:

- Coordination and logistical planning of meetings; preparing agendas, materials, and communications.
- Managing committee participation and follow-up.
- Tracking engagement and action items.
- Supporting volunteer leadership development and future board cultivation.

Qualifications:

- Bachelor's degree preferred.
- 3–5+ years of nonprofit development, fundraising, event management, or related experience.
- Exceptional organizational and project management skills.
- Strong written and verbal communication skills.
- Experience with donor databases (NetSuite preferred; Salesforce, Raiser's Edge, or similar).
- Ability to manage multiple priorities with exceptional attention to detail.
- Professional, collaborative, and comfortable working occasional evenings and weekends for events.

Send CV with the subject line "Apply: Development & Engagement Associate" and a short paragraph on why Migdal Ohr's mission resonates with you to: search@migdalohrusa.org

Office Manager

American Friends of Migdal Ohr | Full-Time | \$60,000 - \$75,000

The Office Manager (OM) will ensure the smooth running of our office on a day-to-day basis and work closely with Finance, Development and our Executive Director. The ideal candidate is detail oriented and tech savvy, understanding the interconnectivity of today's modern office. The OM will optimize office procedures and policy to maximize return for the organization. This is an outstanding opportunity for a self-starter to make a mark — in a small organization such as ours, roles and responsibilities often blur and overlap, providing abundant opportunity for a flexible individual who wishes to take initiative.

Office Management:

- Management of office space; maintain relationships with the building's service providers
- Oversee office technology and support
- Organize electronic and physical files
- Maintain and improve office policies and procedures
- Manage external vendors
- Monitor, maintain and replenish office supplies and equipment
- Process checks, wire transfers and credit card donations
- Input credit card expenses

Donor Communications and Database Management:

- Craft and monitor donor communications
- Maintain digital and Direct Mail donor lists
- Update and further customize donor database
- Ensure integrity of donor information
- General Board Meetings: schedule, organize, attend and take minutes
- Fundraising Events: logistics and on-site support
- Placing ads and press releases in Jewish publications

Qualifications:

- Team player with an excellent work ethic
- Creative, organized and detail oriented

- Self-starter with the ability to define and create processes
- Great writing skills
- Office 365 proficiency
- Tech and social media savvy
- Experience with CRM and data entry (advantage to experience with: Donorbox; Stripe; Paypal; NetSuite)
- Minimum 5 years relevant work experience and bachelor's degree required

Send resume with the subject line "Apply: Office Manager" and a short paragraph on why Migdal Ohr's mission resonates with you to: search@migdalohrusa.org

About Migdal Ohr: Migdal Ohr, one of Israel's largest nonprofits, raises Israel's most vulnerable youth to become thriving, successful adults, giving children the support and education they lack to overcome socio-economic barriers and realize their full potential. Migdal Ohr has over 20 different enrichment programs, 15 schools, 8 day care centers, 160 after-school youth clubs, and operates 3 vast campuses with residential housing, reaching over 10,000 children and youth annually.

About American Friends of Migdal Ohr: American Friends of Migdal Ohr (AFMO) was created in 1987 to support the work of Israel's leading children's charity, Migdal Ohr. AFMO capitalizes on a small, dedicated, versatile staff to raise funds needed to support the life-changing work of Migdal Ohr in Israel. American Friends of Migdal Ohr offers a competitive salary and comprehensive benefits package. This position will remain open until a suitable candidate is hired.

U.S. Bookkeeper (Maternity Leave Cover)

CFO Secrets | Remote (Israel Residents Only) | Part-Time (50%)

CFO Secrets, a growing outsourced U.S. financial services company, is looking for an experienced U.S. Bookkeeper to join our team. This is a part-time maternity leave cover position, with the opportunity for the hours to increase and for the position to become permanent.

Note: We are an Israeli firm, based in Israel. The position is only open to full-time residents of Israel who are legally allowed to work here. This position requires fluency in English and Hebrew.

We're looking for someone who thrives in a fast-paced environment, enjoys solving problems, loves helping clients, and isn't afraid to jump in and figure things out. As part of our team, you'll provide bookkeeping and back-office support to U.S.-based clients across a variety of industries. This is a remote, part-time (50%) position (remote within Israel). The role follows Israeli business hours, although occasional evening calls may be required. We also try to get together in person once a month to maintain our team spirit and connection.

What We're Looking For:

- Must be a proactive self-starter who takes initiatives, accepts responsibilities and owns the process
- Experience managing the full bookkeeping cycle through monthly close for U.S. companies
- Exceptional attention to detail and accuracy
- Strong organizational and time management skills
- Ability to quickly learn new clients, industries, and processes
- Comfortable with (ideally excited by 😊) technology and able to pick up new software tools quickly
- Excellent interpersonal skills, patience, and a service-oriented approach
- A collaborative team player who enjoys supporting others
- Experience with QuickBooks
- Proficiency in Excel and Word
- Fluent English and Hebrew, both written and spoken
- A desire to learn, grow, and develop professionally

Bonus Points For:

- Payroll processing experience
- Experience with NetSuite and/or Priority
- Advanced Excel skills

Please send CVs to jobs@cfosecrets.com

Occupational Therapist

Therapy Source, Inc. | Monmouth County, NJ | 1099 Contract

Therapy Source, a trusted nationwide staffing partner for schools and therapists, is working with a wonderful school district in Monmouth County, NJ, looking for a dedicated Occupational Therapist to join their team for the 2026–2027 school year. This is a fantastic chance to make a lasting impact on students' lives while enjoying the flexibility and independence of a 1099 contracting role.

Position Highlights:

- Role: Occupational Therapist
- Schedule: 5 days per week, hours are 8:30 AM-2:45 PM
- Population: K-12 special needs
- Position starts 9/1 through the full school year
- Location: Monmouth County, NJ

What You'll Need:

- OT License in NJ
- School certification through the NJDOE
- A criminal history review through the NJDOE (or willingness to complete)
- Professional liability insurance policy (or willingness to obtain)

Reply with your resume and a good time to chat to Jenna Cechak, Account Manager, Therapy Source, Inc. | 484-200-8243 | jcechak@txsource.com

Talent Acquisition Associate

MD Capital Premier Billing | Richmond Hill, NY | \$65,000 - \$85,000 BOE | Monday–Friday, 9:00 AM – 5:00 PM EST

We are seeking a motivated and people-driven Talent Acquisition Associate to join our growing team at MD Capital Premier Billing. This entry-level role is designed for someone eager to build a career in talent acquisition while making a direct impact on how we attract, engage, and hire top talent — particularly at the Associate and Senior Associate levels across the organization. You will play a hands-on role in sourcing, screening, and moving candidates through the hiring process while also helping to build and manage our campus recruiting efforts.

Sourcing & Candidate Engagement:

- Proactively source and identify candidates for Associate and Senior Associate level roles across the organization
- Conduct initial candidate screenings via phone and video to assess qualifications, cultural fit, and interest
- Build and maintain a healthy candidate pipeline to support ongoing and future hiring needs
- Serve as the first point of contact for candidates, ensuring a positive and responsive experience throughout the process

Event/Campus Recruiting:

- Develop and manage relationships with universities, career services offices, and student organizations
- Plan and attend career fairs, info sessions, and on-campus recruiting events

- Create and execute strategies to attract early-career talent aligned with company values and growth goals
- Track and evaluate the effectiveness of campus recruiting initiatives

Process & Operations:

- Manage candidate flow and maintain accurate, organized records in the applicant tracking system (Greenhouse)
- Coordinate and schedule interviews across hiring managers and team calendars
- Document interview feedback and ensure timely communication across the hiring team
- Track recruiting metrics and contribute to regular reporting on pipeline health, time-to-fill, and candidate quality
- Proactively identify and recommend process improvements to increase hiring efficiency and candidate experience

Collaboration:

- Partner with HR and hiring managers to understand role requirements and develop scorecards aligned with hiring best practices
- Communicate regularly with internal stakeholders to keep requisitions moving forward
- Support the broader talent acquisition strategy as the team and company continue to scale

Qualifications:

- Entry-level — 1–3 years of experience in recruiting, talent acquisition, HR, or a related field
- Campus recruiting experience or involvement in university career programs strongly preferred
- Strong interpersonal and communication skills, with a comfort level engaging candidates and stakeholders by phone
- Highly organized with the ability to manage multiple requisitions and priorities simultaneously
- Self-starter with a proactive, problem-solving mindset and a drive to improve processes
- Proficiency with Microsoft Office Suite (Outlook, Excel, Teams, Word)
- Experience with applicant tracking systems (Greenhouse preferred)
- Interest in or exposure to healthcare, RCM, or medical billing industries is a plus
- Alignment with our core values, including a passion for supporting the growth of others

Jeremy Rosenthal, Talent Acquisition Manager | 115-06 Myrtle Avenue, Richmond Hill, NY 11418 | Phone: 718-747-8046

Avi Schoenbrun

Parnasah Referrals

לז"נ : חיים דוד יהודה בן ר' מרדכי הכהן ע"ה

Please forward all job referrals to parnasahreferrals@verizon.net

Thank you to Dovid & Leba Ginsberg for editing!