

Thank you to Bryndie Fogel and Muti Salamon for the following job openings:

Operations Coordinator

Mirelle Children's Clothing

Location: Brooklyn, NY

Salary: \$50,000–\$77,000 annually

Employment Type: Full-Time | On-Site

Contact: dan@kinderpluscorp.com

Position Overview

Mirelle Children's Clothing is seeking a proactive **Operations Coordinator** to oversee daily operations and support efficient business processes. This role is ideal for a highly organized professional who thrives in a fast-paced environment.

Key Responsibilities

- Manage daily operations including inventory, shipping, and logistics
- Identify and implement process improvements across departments
- Assist leadership with budgeting, forecasting, and resource allocation
- Coordinate with suppliers, vendors, and internal teams to ensure timely delivery

Qualifications

- Bachelor's degree or equivalent experience in operations or business administration
 - Strong multitasking and organizational skills
 - Knowledge of supply chain and inventory management
 - Excellent communication and problem-solving abilities
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Sales Coordinator

Mirelle Children's Clothing

Location: Brooklyn, NY
Salary: \$50,000–\$77,000 annually
Employment Type: Full-Time | On-Site
Contact: dan@kinderpluscorp.com

Position Overview

Mirelle Children’s Clothing is looking for a detail-oriented **Sales Coordinator** to support our growing sales operations. This role plays a key part in client relations, order management, and sales strategy execution.

Key Responsibilities

- Support the sales team with order processing, client communication, and inventory tracking
- Coordinate trade shows, promotional events, and sales initiatives
- Prepare sales reports and assist in developing sales strategies
- Build and maintain strong relationships with retailers and wholesale partners

Qualifications

- Bachelor’s degree or equivalent experience in sales or business
- Excellent organizational, communication, and interpersonal skills
- Proficiency in Microsoft Office and CRM systems
- Strong attention to detail with the ability to manage multiple priorities

Special Education Teacher

Big N Little

Location: Brooklyn, NY
Compensation: \$75–\$100 per hour
Employment Type: Part-Time
Contact: Moshe@thebigNlittle.com

Position Overview

Big N Little is seeking a dedicated and compassionate **Special Education Teacher** to support students with diverse learning needs. This role is ideal for an educator who is passionate about individualized instruction and collaborative care.

Key Responsibilities

- Develop and implement Individualized Education Plans (IEPs) tailored to each student
- Deliver engaging, student-centered instruction based on individual learning styles
- Collaborate with therapists, parents, and school administration to support student growth
- Monitor academic and developmental progress while maintaining accurate documentation

Qualifications

- Valid Special Education Teaching Certification
 - Experience in early childhood and/or special education environments
 - Strong classroom management and communication skills
 - Familiarity with ABA strategies is a plus
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Authorization Specialist

LBAPS

Location: Brooklyn, NY

Employment Type: Full-Time, On-site

Salary: \$25–\$35 per hour

Apply: resumes@LBAPS.com

Position Overview

We are seeking a detail-oriented **Authorization Specialist** to manage insurance authorizations and support seamless service delivery for ABA therapy and related services.

Responsibilities

- Process and track insurance authorizations
- Communicate with insurance providers regarding coverage and approvals
- Maintain accurate authorization records and follow up on pending requests
- Coordinate with clinical teams to ensure services align with approvals

Requirements

- Experience in insurance authorization, medical billing, or healthcare administration
- Strong organizational skills and attention to detail
- Ability to manage multiple tasks and meet deadlines
- Proficiency in Microsoft Office and authorization management systems

Director of New Technology

LBAPS

Location: Brooklyn, NY

Employment Type: Full-Time, On-site

Salary: \$87,000–\$147,000 per year

Apply: resumes@LBAPS.com

Position Overview

LBAPS is seeking an experienced **Director of New Technology** to lead innovation, manage IT infrastructure, and drive technology initiatives across the organization.

Responsibilities

- Lead development and implementation of new technologies
- Oversee IT infrastructure, systems, and technology projects
- Collaborate with clinical and operational teams to identify improvement opportunities
- Ensure data security, compliance, and best technology practices
- Train and support staff on new systems

Requirements

- Bachelor's degree in Information Technology, Computer Science, or related field
- 2+ years of experience in a technology leadership role
- Strong project management and problem-solving skills
- Experience with healthcare or ABA software systems preferred

Thank you to Menachem Fischer for the following job openings:

1. Job: **Business Operations Assistant**

 **\$50k - \$60k**

 Brooklyn

 Full-time

Job Description:

- 📍 Location: Williamsburg, Brooklyn (On-site) ⌚ Hours: Monday - Friday, 9-5
- Support the patient intake team with strong problem-solving and an analytical mindset
- Stay on top of emails and ensure smooth communication across all parties
- Track and organize patient-related data and team information
- Manage cross-department communication
- Assist the manager with reporting, follow-ups, and various administrative needs
- Use computer skills (Excel, basic systems, etc.) to support daily workflow

Apply:

<https://www.smstaffingjobs.com/apply/99987697970000702>

2. Job: **Homecare Sales Representative**

💰 \$50k - \$60k + Performance Commission (potential additional \$15,000 - \$20,000 first year)

📍 Brooklyn

👜 Full-time

Job Description:

- 📍 Location: Williamsburg (On-site) ⌚ Hours: Monday - Friday, 9 AM - 5 PM
- Handle patient enrollment: intro calls with a sales approach, Medicaid eligibility checks, and assessment scheduling
- Serve as the communication hub between marketers, patients, caregivers, and internal teams
- Manage documentation and ensure all required forms are collected and submitted accurately
- Follow up with teams to ensure timely authorizations and smooth onboarding
- Bring strong communication, sales/customer service experience, tech skills, and an organized, independent work style

Apply:

<https://www.smstaffingjobs.com/apply/99987697970000701>

3. Job: **Case Coordination Team Lead**

💰 \$65k - \$75k + monthly bonuses

📍 Brooklyn

👜 Full-time

Job Description:

- 📍 Location: Williamsburg (On-site) ⌚ Hours: 9-5, Mon-Fri
- Oversee active caseloads across the team, monitoring quality, follow-through, and timely service coordination
- Act as a point of escalation for complex cases, stepping in to problem-solve, de-escalate, and guide coordinators as needed
- Coach and train coordinators on communication, documentation, and best practices to maintain a high standard of care
- Collaborate with leadership to track performance, identify gaps, and improve

workflows and team efficiency

Apply:

<https://www.smstaffingjobs.com/apply/99987697970000700>

4. Job: **Patient Care Coordinator**

  \$25 - \$30/hr + monthly bonuses

 Brooklyn

 Full-time

Job Description:

 Location: Williamsburg (On-site)  Hours: 9-5, Mon-Fri

- Oversee and manage active patient services, ensuring seamless coordination and support
- Build strong relationships by matching patients with the right providers and facilitating smooth communication
- Tackle challenges head-on with problem-solving and de-escalation skills to keep things running smoothly
- Engage in a dynamic, customer-focused role with frequent calls—perfect for detail-oriented multitaskers

Apply:

<https://www.smstaffingjobs.com/apply/99987697970000699>

5. Job: **Home Care Expansion Researcher**

  \$60k - \$80k

 Brooklyn

 Full-time

Job Description:

 Schedule: 9-5, Mon-Fri

- Conduct in-depth online research on how to start and operate a home care agency in different states
- Scour government websites, insurance portals, statutes, and regulations to understand licensing, eligibility, and compliance
- Analyze findings to identify feasibility, risks, barriers, and opportunities for state-by-state expansion
- Work independently and meticulously, tracking sources, documenting conclusions, and keeping research current
- Strong research experience is required (legal, regulatory, policy, or investigative research preferred)

Apply:

<https://www.smstaffingjobs.com/apply/99987697970000698>

6. Job: **Registered Nurse** (must be licensed in NY)

 \$70k - \$80k

 Brooklyn

 Full-time

Job Description:

 Location: Brooklyn, NY  Schedule: 9-3, Mon-Fri

- Provide 1:1 support to a student during the school day
- Assist with medical needs as outlined in the care plan
- Monitor the student and respond to any changes
- Administer meds/treatments as needed
- Work alongside school staff and family Join a compassionate, fast-paced team where your expertise truly matters!

Apply:

<https://www.smstaffingjobs.com/apply/99987697970000697>

Sales Administrator / Sales Assistant

 Lakewood, NJ (On-site | Shomer Shabbat-friendly)

 Tech | Financial Software & Services

 \$60,000–\$70,000 (full-time equivalent)

 Full-Time

We're recruiting for a **highly motivated sales leader** at a growing financial tech company who is looking for a **sharp, detail-obsessed Sales Administrator** to keep deals moving and ensure nothing falls through the cracks.

This is a **critical support role** for someone who thrives on organization, CRM accuracy, follow-ups, and scheduling so the salesperson can stay focused on closing.

If you love keeping systems clean, tasks moving, and being the person who makes everything run smoothly behind the scenes, this role is for you.

Responsibilities:

- Manage CRM updates, deal tracking, and pipeline hygiene
- Schedule calls, demos, and follow-ups
- Track contracts, paperwork, and next steps
- Coordinate with internal teams (ops, finance, customer success)
- Prepare basic sales reports and materials
- Monitor deadlines, tasks, and open action items
- Act as a second set of eyes so nothing slips

Qualifications:

- Experience in sales support, sales admin, or operations
- Strong attention to detail and follow-through
- Comfortable with CRMs and basic tech tools
- Organized, proactive, and responsive
- Able to work independently and manage priorities
- Tech or SaaS experience is a plus

Compensation & Details:

- \$60,000–\$70,000 full-time equivalent (prorated if part-time)
- Flexible schedule; part-time is absolutely an option
- On-site role in Lakewood
- Shomer Shabbat–friendly environment
- Strong opportunity to grow with a high-performing sales team

To apply:

Please email your resume and short bio to **Eve** at eve@blackbirdrecruiting.com

Now hiring for a Process Project Manager

Remote (East Coast preferred) (\$85-100k)

Our client is a mission-driven organization changing the therapy world from the ground up by creating thoughtful, effective tools that support **children receiving therapeutic and developmental support**. They are seeking an experienced **Process Project Manager** with a demonstrated history of identifying, fixing, and preventing operational bottlenecks inside growing companies.

This is **not** an entry-level or “learn as you go” role. The ideal candidate has already led process improvement initiatives, removed friction across teams, and implemented scalable systems that materially improved how organizations operate.

Role Overview

The Process Project Manager will take ownership of diagnosing operational inefficiencies and bottlenecks across the organization and driving meaningful, measurable process improvements. You will work cross-functionally to streamline workflows, reduce delays, improve handoffs, and ensure teams can execute efficiently as the company scales.

This role requires someone who has **done this work before** and can quickly assess where processes break down and how to fix them.

Key Responsibilities

- Identify recurring bottlenecks and inefficiencies across operations, product development, supply chain, customer experience, and internal workflows
- Lead end-to-end process improvement initiatives, from discovery and analysis through implementation and optimization

- Map current-state processes and design future-state workflows that improve speed, quality, and scalability
 - Partner with cross-functional leaders to prioritize and execute high-impact improvements
 - Build clear SOPs, documentation, and operating rhythms to prevent bottlenecks from recurring
 - Track outcomes and metrics to ensure process changes deliver real, sustained improvement
 - Act as a change agent, driving adoption and accountability across teams
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Required Background & Experience

- Proven experience in **project management and process improvement roles**
 - Clear track record of **removing bottlenecks and improving operational efficiency** in prior organizations
 - Experience working in growing or scaling companies where processes needed to evolve
 - Strong systems thinker with the ability to see how changes in one area impact the broader organization
 - Highly organized, execution-focused, and comfortable managing multiple initiatives simultaneously
 - Strong communication skills and confidence working with leadership and cross-functional teams
 - Ability to work independently in a remote environment while staying highly aligned
-

Why This Role

This role is critical to enabling a company whose mission directly supports **children receiving therapeutic and developmental support**. By bringing structure, clarity, and

efficiency to internal operations, you will help ensure the organization can grow without compromising quality, values, or impact.

How to Apply

Please send **your resume and a short cover letter** explaining your **past experience in project management and process improvement**, specifically highlighting **how you have removed bottlenecks in previous companies**, to:

 eve@blackbirdrecruiting.com

BCBA

 *\$100/hour*

 *Remote | Part-time*

Make a real difference in the lives of children and families! We're seeking a Board Certified Behavior Analyst (BCBA) serving NY & NJ Must be fluent in Yiddish Impactful work • Supportive environment • Real opportunity

Reach out for details : <https://wa.me/18454228098>

Send your resume:

 Rblackstein@hiresolutionsny.com

 845-422-8098 Ext. 109

 Mt Sinai Hospitalist starting new office Ave J Brooklyn 

Located in heart of Flatbush 

Frum environment 

Reception / New patient intake (25 hour work week minimum)

Start at \$18-\$21 , Option for raise in 3 months 

Whatsapp 212-470-6947 to apply

Web site consultant remote.

My client is looking to hire a web site consultant to upgrade and overhaul their Pitch Deck and Website,, This is a per hour assignment ,, Please contact me for further details ,,

David Sporn
212 344 5050 cell
david.sporn@opticalsystemsintegrators.com

A Fast Growing Security Company is seeking to hire:
A Motivated Salesperson

With Experience
Preferably selling to property management companies
Salary, plus unlimited residual commission
Salary: 200K plus commissions

e-mail: resumes@staffconnectny.com
text: 347-471-1789

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 Leba Ginsberg for editing!