

Thank you to Eli Biegeleisen for the following job openings:

Location: Lakewood, NJ

 **Position:** Administrative & Project Coordinator

We're seeking a highly organized and motivated **Admin & Project Coordinator** to join our growing team. This role involves overseeing various aspects of project coordination and office management, including: Accounts Receivable (AR) and Accounts Payable (AP), file and document management, vendor and client relations, project scheduling and coordination, and executive assistant responsibilities.

Skills & Qualifications: Strong attention to detail and organizational skills; ability to multitask and independently manage priorities and follow-up; excellent communication and phone skills; tech-savvy and comfortable with digital tools and systems; team player with a proactive, can-do attitude; reliable, responsible, and driven to succeed; minimum 1 year of relevant work experience; familiarity with the construction industry a plus; occasional travel may be required for meetings or site visits.

Compensation: 💰 \$35,000–\$65,000 (based on experience) ✨ Bonus potential
If you're a **go-getter** looking for an opportunity to grow with a dynamic company, we'd love to hear from you.

 **Send your resume to:** beach9143@gmail.com

Thank you to Menachem Fischer for the following job openings:

SAR Academy, a Modern Orthodox, co-educational day school in Riverdale, NY, is seeking an **Assistant Teacher** for an immediate opening in the Pisgah Program for the 2025–2026 school year, in Kindergarten and/or Lower School (grades 1–5)

About Pisgah

Pisgah is SAR's integrated support program, which combines the need for intensive support with the benefits of learning as part of the whole school community. Pisgah offers children the support of a full-time Special Education teacher, along with related providers, while also allowing them to learn in a General Education classroom. This hybrid approach allows for strong peer models as well as the intensive support a student may need.

Pisgah is the Hebrew word for summit, and reflects SAR's commitment to

ensuring that students are given the support they need to climb their own personal mountain and reach their own personal summit in an educationally and socially supportive community environment.

Responsibilities:

-Develop and differentiate curricular materials in collaboration with teaching teams to better meet the needs of all the students in the cohort -Lead small group activities -Work actively and collaboratively with teaching team on daily activities and special programs -Assume responsibilities outside of the classroom, such as lunch, dismissal, and recess duty

Qualifications:

-Strong ability to build connections with children and to develop an atmosphere of mutual respect -Problem-solving and collaborative skills -Understanding of principles of social, emotional and cognitive development -Creative, flexible and open-minded approach to teaching

If interested, please reach out to: omuschel@saracademy.org

Senior Managing Director, Investments & Development – Diversified Real Estate Development Platform (Long Island, NY)

Senior Managing Director of Investments & Development for a well-established, vertically integrated real estate firm with a diversified portfolio across the Eastern U.S. Over the past decade, the company has expanded into a full-service development platform encompassing more than 10 million square feet of commercial and residential assets.

The firm has delivered thousands of multifamily units, both age-restricted and

market-rate, and continues to advance large-scale residential and mixed-use projects. Its integrated model ensures consistency, efficiency, and agility across all stages of development.

ROLE

The **Senior Managing Director of Investments & Development** will oversee all aspects of the firm's development pipeline, from underwriting and capitalization to entitlement and execution. This executive will align investment, financial, and operational disciplines to drive execution across active projects while maintaining oversight of budgets, schedules, and consultant teams.

An execution-focused role requires deep expertise in development management, financial structuring, and risk mitigation. Reporting to the Principals, this leader will manage project capitalization, lender relationships, and overall delivery of complex mixed-use and multifamily developments from inception through stabilization.

LOCATION

Long Island, NY (the greater area)

QUALIFICATIONS

- 15+ years of executive-level experience within real estate development, preferably in a vertically integrated platform.
- Bachelor's degree required; Master's preferred (Business, Finance, or Real Estate).
- Deep understanding of real estate acquisitions, development, asset management, and capital markets.
- Proven experience in leading cross-functional teams and managing P&L.
- Strong financial modeling and analytical skills; expert in DCF/IRR analysis.
- Track record of executing complex, large-scale projects from inception through stabilization.
- Hands-on, collaborative leadership style with strong negotiation and communication abilities.

Might you, or someone you know, fit this background? *All replies are held in the strictest of confidence.*

Thank you.

Matthew Santoli
msantoli@2020-4.com

Close knit boutique family real estate office is looking for an **administrator** building/property manager to manage and mentor in house team
Qualifications: 10+ years managing MF units in NYC
Job Description: Manage office and staff

Office responsibilities include:

1. Collecting and tracking rent and property fees from tenants (Ex,. MCI's, Washing Machine Charges etc.)
2. Applying for all applicable govt programs ex. MCI, j51 etc
3. Lease renewals
4. Legal (5 day, 14 days etc) and dealing with tenant arrears
5. Confirming Accounts payable are fulfilled
6. Local City and State Law Compliance (ex. Local law 97,152 etc, elevators, parapet etc.)
7. Interacting with broker(s) on vacant apartments and ensuring all apartments are ready for tenants
8. Interacting with tenants regarding repairs and complaints and following up that work orders were completed
9. Ensuring all SCRIE and Section 8 payments are being received and properly recorded
10. Manage any HPD, DOB and OATH Violations
11. Following up on all legal matters
12. Email Communications - making sure all emails are answered
13. Handle insurance and other existing contract renewals
14. Manage and train two direct reports

Salary commensurate with experience-- 125+k

Submit Resumes to BNFplacement@gmail.com

I wanted to reach out with an exciting opportunity we have at Therapy Source.

We're currently seeking a part-time (25 hours per week), NJ DOE certified, **Occupational Therapist** to provide services for a school partner in the Staten Island, NY area. This is an amazing opportunity to make a real impact on students live while working in a supportive and professional environment.

If this role sounds like a good fit for you, I'd love to chat and provide more details. Please let me know a few times that work best for a brief call, as I'm happy to accommodate your schedule!

Looking forward to connecting with you soon!

Haley Canter

Account Manager | 484 - 200 - 8287

<https://opportunities.columbia.edu/jobs/deputy-director-of-communications-media-and-social-media-strategy-morningside-new-york-united-states>

salary \$115K As a small but growing organization, the Knight First Amendment Institute at Columbia University is looking to expand its media presence and project its voice more effectively in public debates on key issues affecting the freedoms of speech and the press in the digital age. The Deputy Director of Communications, Media, and Social Media Strategy is a new position within the organization that offers a unique opportunity to work in a fast-paced environment with a small group of dedicated communications professionals and to make a mark on the Institute's expanding public education program. It is an ideal position for a self-motivated, high-energy, and creative communications strategist who has the ability to work productively with a range of people from different disciplines, including scholars, litigators, activists, and technologists, and to connect them and their work to a wide range of audiences.

Clinical Director – ABA Company (Monsey, NY | Hybrid)

💰 Salary: \$130K–\$170K

Our client is seeking an experienced Clinical Director to lead, mentor, and elevate clinical operations while ensuring top-tier ABA services. ✅

In this role, you'll train and motivate BTs & BCBAs, uphold clinical quality standards, support provider growth, and oversee compliance and Central Reach utilization. 📊🧠

Strong leadership skills and deep ABA knowledge are a must. Candidates must be a BCBA (or have previously held BCBA certification). 🎓

If you're passionate about driving clinical excellence and creating a positive, high-performing culture — this is an incredible opportunity. 🚀

✉️ Please email Eve@blackbirdrecruiting.com

📝 Subject line: Applying for Clinical Director Position

📍 Regional Operations Role – Healthcare Monsey, NY | \$150K–\$200K | Hybrid or Remote

We're seeking a strong **Regional Operator** to oversee multi-state clinical operations, ensure compliance, elevate patient care outcomes, and lead high-level clinical teams. The ideal candidate has proven regional clinical leadership experience, strong decision-making abilities, and a track record of driving quality and operational excellence.

If you're a strategic operator who thrives in fast-paced, mission-driven healthcare environments, this role is for you.

✉️ Please email Eve@blackbirdrecruiting.com

📝 Subject line: Applying for Regional Operations Position

Administrative Assistant* (\$25-30 per hour) Irvington, NJ Service

Industry Company seeking *bilingual (Spanish/English) Administrative Assistant* to support management with administrative and accounting tasks, including QuickBooks data entry, AP/AR processing, payroll hour reviews, calendar management, and vendor coordination. *Must be fluent in Spanish, detail-oriented, and proficient in MS Office and QuickBooks. Prior office or admin experience required.* Resumes can be sent to resumes@careerlynny.com or WA 8452763040.

NOW HIRING: Senior Account Executive / Underwriting Team Lead

 Suffern, NY |  9–5 or 9:30–5:30 (On-site)

 \$100K base + bonus

A fast-growing commercial insurance agency (multi-family real estate focused) is looking for a sharp, detail-oriented Senior Account Executive / Underwriting Team Lead to support their Head of Underwriting.

What you'll do:

- Manage mid–large commercial renewals & submissions
- Review apps, quotes & binders for accuracy
- Work directly with carriers, brokers, underwriters, lenders
- QA/review junior team work
- Keep underwriting workflow clean & on schedule

Ideal background:

- 5–10 yrs commercial lines (habitational/real estate preferred)
- Strong communication + leadership skills
- Highly organized and tech-savvy
- Able to manage accounts independently

 Email resume to: eve@blackbirdrecruiting.com

Wholesale Assistant* (\$70-90k/yr)

Manhattan

Wholesale Company seeking *Wholesale Assistant* to support daily operations, manage order processing, communicate with vendors and buyers, assist with inventory coordination, and help prepare line sheets and product presentations. The ideal candidate is detail-oriented, organized, and comfortable in a fast-paced wholesale environment. *Wholesale experience required, proficiency with Excel a must, and experience with travel accessories or fashion accessories a strong plus.* Resumes can be sent to resumes@careerlynny.com or via WhatsApp at 8452763040.

Personal Assistant to Executive (\$65-80k/yr) Brooklyn Executive seeking highly dependable and detail-oriented *Personal Assistant* to support office operations with a variety of tasks, including managing schedules, communications, follow-ups, and handling confidential financial information. *The ideal candidate is reliable, proactive, and takes full ownership of tasks from start to finish. Must carry themselves professionally and communicate clearly. 1-3 years of executive assistant experience required.* Resumes can be sent to resumes@careerlynny.com or via WhatsApp at 8452763040.

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Direct Support Professional

We are seeking a female Direct Support Professional to join our team and provide compassionate care and assistance to a young woman with severe mental illness.

-  Location: Monsey area
-  Schedule: Flexible shifts available.
-  To apply:
Email your resume to ebrach@achievebh.org
-  Contact us: 845-425-5252 ext. 142

From: **Jori Holloway** <jholloway@merraine.com>

Much appreciated.
Jori

Director of Coordination

110 – 130k

Full time

We are seeking a Director of Coordination to lead a diverse, high-performing team responsible for caregiver scheduling, communication, service coverage, and incident resolution. This hands-on leadership role will drive team performance and ensure

seamless coordination operations that support both caregiver success and client satisfaction.

Key Responsibilities:

1. Lead, manage, and support a team of coordinators who handle caregiver scheduling, client relations, and daily service delivery.
2. Ensure adequate coverage for all shifts, including emergency or last-minute changes.
3. Develop and enforce processes that ensure timely and accurate matching of caregivers to patients.
4. Monitor service delivery to ensure it meets agency standards and DOH regulations.
5. Implement and monitor systems for timely documentation, communication logs, and visit confirmations.
6. Oversee timely and accurate payroll processing for all field staff while maximizing billing.
7. Foster a culture of accountability, teamwork, and customer service.
8. Oversee the smooth operation and integration of all coordination systems and workflows.

Required Qualifications:

- Background in the healthcare industry with a solid understanding of healthcare regulations and Medicaid eligibility/ineligibility.
- Minimum 3 years of experience leading a multicultural, multilingual team in a high-volume, fast-paced environment, with the ability to manage both on-site and remote teams.
- Proven leadership with strong interpersonal, communication, coaching, and conflict resolution skills.
- Ability to represent the agency professionally and serve as a visible, accessible leader.
- High emotional intelligence, cultural awareness, and a 'can-do' attitude with the ability to think outside the box.
- Demonstrated experience with caregiver scheduling, service coverage, grievances, investigations, and overall team performance management.

- Familiarity with audit preparation, compliance standards, incident reporting, and plan of correction development.
- Proficient in Microsoft Office and tech-savvy, with comfort using spreadsheets, ticketing systems, and coordination platforms.
- Experience analyzing and acting on operational reports (e.g., missed visits, overtime, coverage issues).
- Excellent time and project management skills; able to juggle competing priorities and deadlines.
- Full-time, on-site commitment with after-hours availability for urgent matters.

Preferred Qualifications:

- Experience working with waiver programs
- Prior involvement in service expansion, contract implementation, or start-up operations
- Multilingual - Spanish or Yiddish
- Strong Excel skills and experience using tools like Smartsheet
- Experience creating or delivering soft skills trainings
- Familiarity with recruitment, retention strategies, and caregiver engagement
- Has contributed to or led QA processes, internal audits, or process improvement initiatives
- Comfortable working with diverse client populations and creating culturally competent workflows
- Skilled in drafting policy updates, outlining workflows, training materials, or coordinator handbooks

We offer:

Health insurance
 Dental insurance
 Vision insurance
 FSA
 Life insurance
 Paid time off
 Paid holidays

About us:

Hamaspik HomeCare provides a variety of homecare services in the comfort of the

patients' homes. From the shores of Long Island to the Catskills Region, Hamaspik HomeCare has garnered an impressive reputation as the homecare agency of choice. Licensed by the NYS Department of Health and accredited by the Joint Commission, Hamaspik HomeCare has become known for its legendary support and extraordinary caring. As a member of NYSHA, we are an integral part of its aim to provide health and human service assistance to all New Yorkers.

Ironwood Realty Capital is seeking a full-time **Acquisitions & Asset Management** Associate to support underwriting, due diligence, and execution across distressed commercial real estate and non-performing loan investments. The ideal candidate is sharp, analytical, highly detail-oriented, and skilled in financial modeling. Responsibilities include evaluating opportunities, assisting in due diligence and transaction execution, and implementation of business plans post-closing through active asset management.

Prior experience in commercial real estate/finance is required.

This is an in-office role. Candidates must be located within ~45 minutes of our office (Howell, NJ). Compensation includes a competitive base salary plus performance-based bonuses.

Email résumé to mendy@ironwoodcre.com

Mendy Pollack | Ironwood Realty Capital

483 Oak Glen Rd | Howell, NJ 07731

Title Coordinator

Location: Cedarhurst, Brooklyn, NY, Lakewood, NJ

Sophisticated law firm is seeking an experienced Title Coordinator to join our team. The position may be based in our Cedarhurst, Brooklyn or Lakewood offices.

Qualifications:

1. Prior experience in title, survey and zoning review
2. Strong organizational, analytical and communication skills
3. Detail oriented with the ability to manage multiple projects simultaneously

Compensation:

Salary range: **\$70,000-\$95,000**, commensurate with experience.

If you're a motivated professional looking to join a collaborative and growing team, we'd love to hear from you.

Please email your resume to admin@jntllp.com.

From: **steven meisels** <meisels@smstaffingllc.com>
Subject: Remote sales rule

Looking for **sales people**

Hybrid. (2 days a month in office in either their Lakewood or manhattan office.

Base plus commission.

Need candidates ASAP

Project Coordinator for Alzheimer's Disease and Related Disorders (ADRD)clinical trials.

Columbia University Medical Center

Salary Range: \$64,350.00 - \$68,000.00 annually

<https://opportunities.columbia.edu/jobs/project-coordinator-columbia-university-medical-center-new-york-united-states-e86e13e6-1813-461a-881f-b7180959965f>

Avi Schoenbrun
Parnasah Referrals

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

Please forward all job referrals to
parnasahreferrals@verizon.net

Thank you to Leba Ginsberg for editing!