



**ALEPH  
INSTITUTE**

No One Alone,  
No One Forgotten.

**WHO WE ARE:** The Aleph Institute is a non-profit Jewish religious, educational, and humanitarian organization. Our programs are not restricted to the Jewish community. Rather, we effort to help currently incarcerated/convicted individuals, formerly incarcerated/convicted individuals, their loved ones, and any individuals who are otherwise in need. We are strong proponents for the reformation of the criminal justice system and the reduction of recidivism rates through alternative sentencing methods and reentry services. Some of the types of assistance we provide include housing, social services, access to healthy food and healthcare, and employment resources.

**WHO WE ARE LOOKING FOR:** We are looking to hire an Administrative Assistant. This is a part-time, paid position. The Administrative Assistant will manage incoming phone calls, walk-in appointments, and all other forms of incoming communications between the Aleph Institute's advocacy branch and the public. Applicants must be comfortable with interpersonal communication on a regular basis, as this position will involve liaising with the following: prison and military officials, people in custodial environments, family members of people in prison, donors, and others. Other responsibilities include the following:

- Supporting assistance programs for individuals released from incarceration and/or their loved ones;
- Overseeing volunteers and interns;
- Managing our Library Program which provides literary resources to incarcerated individuals throughout Pennsylvania;
- Managing Aleph's website;
- Providing support with fundraising efforts, including maintaining a donor database and corresponding with foundations;
- Developing program and outreach materials; and
- Assisting with other administrative tasks such as filing and data entry, as needed.

**QUALIFICATIONS:** The Aleph Institute is seeking a candidate with strong writing skills, a positive attitude, and the ability work well under pressure. Proficiency in Microsoft Office Suite, Google apps, and social media platforms is necessary - prior administrative experience is a plus.

Ideal candidates have an interest in criminal justice reform, family reunification, and/or public policy. This job offers great hands-on experience for those considering a future in prisoner advocacy work and/or social work!

**INTERESTED?** Applicants should submit a cover letter describing their education, career goals, and relevant experience, along with their resume and college transcript (if you are a recent graduate) to [receptionist@alephne.org](mailto:receptionist@alephne.org).