



Shluchim Concierge Manager

Organization: Chabad on Campus International

Location: Brooklyn, NY

Position Type: Full-time for December - February 2025; potential for long-term position

About Chabad on Campus International (COCI):

Chabad on Campus International is at the forefront of Jewish life on campus, supporting the sustainability and success of the 360+ Chabad Houses serving 890+ campuses: championing robust Jewish life and learning on college campuses around the world. Together with Chabad House Directors, we seek a future where every Jewish student has a deeper affinity, connection, and understanding of their faith, heritage, and identity.

Based in Brooklyn, New York, COCI has a team of over 30 dedicated individuals and an annual operating budget of \$20M. Given COCI's mission of promoting a campus life where Jewish identity and Jewish pride can thrive in all circumstances, we are investing in a strategic growth initiative to be able to significantly increase our impact, which is needed more than ever during these volatile times for Jewish students on campus.

Position Overview

The Concierge Manager will be the first point of contact for all interactions with the Chabad on Campus Shluchim & Shluchos and maintain strong COCI office operations to support the work of the network and the COCI team.

Position Responsibilities

COC Network

- Onboard new Shluchim & Shluchos
- Coordinate with Warehouse and Vendors for all promotional materials and swag items
- Manage life cycle and appreciation gifts
- Manage all supplies for meetings, events, and programs
- Manage the COCI customer service portal and phone system to Shluchim and Students with any general or technical questions

COCI Team

- Provide orientation and training to new team members
- Coordinate meeting logistics
- Manage and update COCI databases

Knowledge, Skills, and Experience



- 1-2 years administrator experience
- Great written and verbal communication skills
- Excellent interpersonal skills
- Software and systems skills; fluent in Google Suites
- Organized, methodical, detail-oriented, and self-driven
- The ability to explain information clearly and simply

Benefits

- Generous paid time off schedule
- Paid training
- Health insurance
- Dental and vision insurance
- Retirement plan
- Flexible spending accounts
- Paid parental and family leave
- Bereavement leave
- Short-term and long-term disability coverage

Compensation: \$45,000 to \$50,000 depending on experience.

Apply

Please click [here](#) to submit your cover letter, resume, and salary expectations.

We look forward to achieving great things together!