



OPERATIONS & DATA MANAGER

OVERVIEW

Trybal Gatherings, the leading provider of Jewish camp experiences for young adults, is seeking an enthusiastic, driven, and highly organized individual to provide operational, programmatic, and administrative support in one of the most innovative entrepreneurial ventures in Jewish millennial engagement.

The ideal candidate is an experienced operations and event coordinator who's passionate about immersive experiences. Excited to elevate the landscape of Jewish young adult engagement, the ideal candidate is goal-oriented and a highly collaborative teammate with exceptional organization skills and a warm personality.

ABOUT YOU

When someone asks how you describe yourself, the first word that flies out of your mouth is "fun!" but then you realize that you also have a serious side. You often think, "I have a great idea..." and then you actually do it. You have a friendly voice that people love hearing from and are a master of spreadsheets that teams love working with. You have a penchant for hospitality and helping people feel part of something bigger than themselves. You have a deep, holistic understanding of data, event planning, and production, and love being part of a values-based Jewish community. Additionally, you are (or have):

- Exceptionally organized and detailed-oriented.
- Strong Excel and Google Sheets skills including command of macros, formulas, pivot and lookup tables, and data integration and presentation. Comfortable managing multiple spreadsheets simultaneously. You're the person people reach out to for help with their docs.
- Meticulous attention to detail. Demonstrable track record of efficiently prioritizing tasks and juggling multiple projects effectively.
- Strong written and verbal skills are a must, but you're also a great listener.
- Possess a strong work ethic, sense of integrity, and an abundance of patience. Comfortable problem-solving on the fly and keeping calm under pressure.
- Proficient at creating content, managing data, and organizing events on multiple platforms, including Eventbrite, Google Suite, SurveyMonkey, and email clients. CRM experience is required.
- Comfortable working independently in a remote environment.
- Connected to millennial culture and the events scene (or willing to get out there and learn).
- A dynamic team player and quickly learn new skills along the way.



CORE RESPONSIBILITIES

Project + Data Management

- Serve as a bridge between the operations and program teams to support all aspects of programs, from idea to implementation.
- Provide direct operational, programmatic, and administrative support at camps and events.
- Conduct data analysis and create compelling narratives through data.
- Communicate regularly with venues, contractors, staff, partners, and sponsors nationally throughout the entire planning process, leading up to and on-site at events to ensure that everyone involved has what they need to be successful.
- Support administrative tasks and pre- and post- event logistics, including payments, contracts, inventory, travel, and data as needed.
- Drive integrated systems operating environment including CRM, marketing and registration tools, email, websites, analytics tools, Excel, Survey Monkey and others.

Camp + Event Planning

- Help with the development and implementation of vanguard experiences nationally, including camps and events year-round.
- You will be the first onsite and the last to leave after striking the set, ensuring every aspect of the experience upheld expectations. Approximately 15% of this role is on-site at our experiences.
- Coordinate with partner organizations, sponsors, and venues to create a seamless community experience.
- Manage registration and survey data and, when needed, communicate directly with participants to answer questions and prepare them for the experience.
- Support recruitment/leads for new participants, alumni, and staff.

Program Operations

- Manage complex logistics and scheduling to ensure smooth experiences on the ground.
- Contribute to programmatic research, including proposing creative elements for camp experiences, events, and other initiatives to distinguish programmatic excellence.
- Analyze financial footprint of program elements
- Cultivate new corporate sponsors and manage relationships with existing brands and partners.
- Serve as a liaison with organizational partners, helping manage collaborative projects.
- Help coordinate and prepare for meetings and site visits.
- Support the design and hosting of creative events throughout the year. Serve in a senior leadership role at Trybal's camps, helping bring the vision to life.



POSITION DETAILS

- This position will report to the Chief Growth Officer and work closely with the operations & program teams.
- This is a primarily remote position. Candidates in Trybal's hub cities (Boston, New York, Los Angeles) are preferred.
- This position will be in person, typically onsite, for 15% of the year. Regular travel between Trybal's partnership cities and availability to be onsite at camps is required, including representing Trybal throughout communities in which we work.
- Salary range is \$55K - \$65K based on experience.
- 5 years' experience preferred; flexible vacation policy, paid parental leave, professional development stipend, healthcare & retirement benefits available.
- The person must have a valid driver's license and be able to lift up to 35 pounds and stand for several hours at a time.
- All Trybal staff and employees must be fully vaccinated and proof of vaccination status will be required.
- Start date: By August 1, 2024 or earlier

To apply: Please submit a resume and cover letter to jobs@trybalgatherings.com. Please include "Operations & Data Manager" in the subject line of the email. Applications are reviewed on a rolling basis; early application is encouraged.

