



DATA & SYSTEMS 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, data, and administrative support in one of the most innovative entrepreneurial ventures in Jewish millennial engagement.

The ideal candidate is an experienced operations and data manager 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 and really enjoy problem solving and tackling interesting challenges. You bring a warm, approachable presence that people enjoy being around and are a master of spreadsheets that teams love working with. You have a penchant for helping people feel part of something bigger than themselves. You have a deep, holistic understanding of data and analytics and thrive in environments driven by purpose and 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, data integration and presentation.
- Strong technical skills and aptitude for learning new technologies and platforms
- Savvy with data analytics and using data to tell stories
- 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. You're the person people reach out to for help with their docs and technical questions, and you make it look easy.
- Comfortable problem-solving on the fly and keeping calm under pressure.
- Proficient at organizing data and logistics for events on various registration platforms and spreadsheets. CRM experience is required.
- Comfortable working independently in a remote environment.
- Connected to gen-z and/or 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

- Drive an integrated operating environment by ensuring seamless connectivity across CRM, marketing and registration platforms, email systems, websites, analytics tools, Excel-based models, SurveyMonkey, and other core technologies.
- Conduct data analysis and develop compelling data narratives that inform decision-making, highlight trends, and support strategic planning.
- Manage and generate pre- and post-event logistics reports, including payments, contracts, inventory, travel details, and other operational data as needed.
- Oversee registration and survey data, ensuring accuracy, completeness, and timely processing; communicate directly with participants when needed to answer questions and prepare them for upcoming experiences.
- Support and maintain the registration platform and integration tools, troubleshooting issues, optimizing workflows, and ensuring data integrity across systems.
- Identify opportunities to streamline systems, processes, and technologies, recommending improvements that enhance efficiency, user experience, and organizational alignment.
- Train and support staff in the effective use of systems and tools, fostering a culture of data literacy and operational excellence.
- Ensure data security, privacy, and compliance, following organizational policies and best practices for handling sensitive information.
- Collaborate cross-departmentally to understand evolving needs and translate them into system enhancements, dashboards, or process improvements.
- Additional duties and responsibilities may be assigned as organizational needs evolve.

POSITION DETAILS

- This position will report to the Chief Growth Officer and work closely with the operations & program teams.
- 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.
- Beyond the onsite requirement, this is a primarily remote position.
- Salary range is \$65K - \$75K based on experience.
- 5 years' experience preferred; flexible vacation policy, professional development stipend, healthcare & 401(K) benefits available.
- All Trybal staff and employees must be fully vaccinated, and proof of vaccination status will be required.

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

