Career Development Center
New York Early Childhood Professional Development Institute

Program Administrator

Yaldaynu Preschool

New York, NY 10025

Other | Full-time | Onsite | $50,000 - $60,000 a year

Posted on October 15, 2026

Organization Statement

Yaldaynu is a child and family-centered neighborhood school located on the Upper West Side. The school is defined by its warm, nurturing environment. The Hebrew word Yaldaynu ("our children") reflects the school's philosophy: to cultivate a Jewish identity and Jewish values in a supportive, developmentally appropriate way. Children are introduced to Shabbat, the Jewish holidays and Israel through art, music, cooking and stories.

Job Description

Key Responsibilities

Program Coordination

- Assist with daily operations for programs and activities.
- Coordinate school field trips, guest specialists, and enrichment programming during the academic year and summer program
- Support the organization and logistics of school events and programs
- Organize the school’s semi-annual community dinners, including coordinating catering, managing volunteers, and arranging supplies and décor

Compliance & Licensing

- Coordinate the bi-annual permit renewal process
- Gather data and draft renewal applications and safety plans
- Compile required documentation including inspections and staff certifications
- Liaise with the NYC Department of Health and Mental Hygiene, Department of Consumer Affairs, Office of Children and Family Services, and various regulatory agencies as needed

Communications & Marketing

- Draft and distribute the weekly school newsletter using Mailchimp
- Manage parent communications and announcements via email and other platforms
- Create marketing materials, informational documents, and internal resources using Canva
- Maintain clear and consistent communication with families regarding school programs, events, and policies
- Manage school website, included updating admissions applications and registrations for various programs
- Assist with the creation and distribution of social media posts

Administrative Operations

- Maintain and organize school records for students and staff, ensuring all required paperwork is current
- Track tuition payments and school expenditures
- Maintain administrative systems using Google Workspace and other digital tools
- Procure and maintain inventory of classroom and program materials

Admissions & Enrollment

- Coordinate the admissions process from initial inquiry through enrollment
- Schedule and manage open houses, school tours and play visits
- Communicate with prospective families throughout the admissions process

- Draft and distribute acceptance letters and enrollment contracts
- Track applicant information and maintain admissions records

Collaboration

- Work closely with the Head of School and teaching staff to ensure program needs are met
- Maintain clear internal communication regarding materials, scheduling, and administrative requirements

Staff & Summer Program Support

- Supervise and support summer staff
- Assist with scheduling and coordinating staff needs and resources

Qualifications

- Strong organizational and project management skills
- Excellent interpersonal, written and verbal communication
- Effective working independently and as part of a team
- Experience with Google Workspace, Mailchimp, and Canva (or similar platforms)
- Ability to manage multiple projects simultaneously, prioritize, and meet deadlines
- Experience in school administration, early childhood education settings, or nonprofit operations preferred
- Achievement-oriented, disciplined, responsible and fun
- Team player, problem solver, and solutions orientated

Responsibilities

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- **Minimum Education Level:** Bachelor's Degree
- **Preferred Education Level:** Bachelor's Degree

Application Instructions

Email Lilach.Saacks@gmail.com

Language Requirements

English

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