

Administrative Assistant

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$28.00 to \$28.00 hourly

Employment status: Contract / Temporary to Hire

Description

Seeking a full-time administrator to support Clergy and administer the religious school education program for a busy synagogue office, Monday through Friday. This role is full time in person. Hours: 9:00 am to 6:00 pm Monday–Thursday, 9:00 am to 4:00 p.m. Friday, with 1 hour for lunch. Must be a well-organized, detail-oriented person who possesses strong communication skills and is computer proficient (Microsoft Office, including Word, Outlook, Excel; and general Internet use). Knowledge of Jewish terminology, life-cycle events, and synagogue procedures is a strong plus.

Provide administrative support to the Senior Rabbi, with additional support to other clergy

Managing calendar and scheduling meetings

Screening, directing and responding to calls for Senior Rabbi

Coordinating ritual and life-cycle events

Preparing and proofing correspondence

Prepare weekly Yahrzeit list for services and notice of observance to families

Preparing Misheberach list for services

Arranging travel, submitting expense reports

Scheduling technical assistance and other tasks as needs arise

Provide administrative support to Education Programs (directed by clergy)

Manage Religious School enrollment, including monitoring and outreach

Prep materials and food for meetings/trainings

Create class lists, electives, etc. for attendance and for posting

Create and monitor attendance sheets

Onsite for Wednesday night religious school programs

Create and send communications to religious school families

Order textbooks for Religious School based on enrollment

Order/coordinate gifts

Front line duties in synagogue office, including general greeting of congregants, main synagogue line call-handling, receiving deliveries, and other office tasks as needed.

Provide significant support before and during the High Holy Days (September/October) including processing ticket and seating requests, and managing any special requests from members/guests.

Onsite work required for High Holy Days.

Face of the synagogue on holidays and special events as a greeter or help-desk staffer

Requirements

College degree (BA) or equivalent, plus relevant experience; ? Excellent interpersonal skills to engage with a variety of people and situations, including staff, visitors and congregants, and people in crisis. ? Proficient computer skills (Microsoft Office Suite). Ability to learn dedicated synagogue software ? Strong written and oral communication skills ? Effective time management with ability to handle multiple projects with different timelines ? Punctual, dependable ? Ability to work effectively as part of a team ? Must be able to work during the Jewish High Holy Days and certain other holidays ? Occasional overtime on evenings and weekends ? Hourly (non-exempt) position. Wage commensurate with experience ? Benefits include medical, dental, vision, paid time off. ? Excellent references required. A background check will be conducted on all finalists

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