

700 Members

Position: Temple Administrator

Hours: *Monday-Thursday 9:00-6:00 (with one day off)
Friday 9:00-3:00
Friday evening Shabbat Services
Saturday morning B'nei Mitzvah services
Saturday afternoon Mincha services
Saturday morning B'nei Mitzvah 1st Orientation
Sunday mornings 9:00-1:00 when religious school is in session or
there is a special event
Staff Meetings/Facilities Meetings
Executive Committee Meetings
Board of Trustees Meetings
Congregational Meetings
Meets with Committees upon Request
Present at all Holiday Services
Any other times deemed appropriate
Attends appropriate Assemblies and Biennials as per the budget as
well as those meetings appropriate for the Temple Administrator

Primary Responsibilities:

Membership:

- Liaison with Prospective members, welcomes and provides appropriate information, encourages membership as well as enhanced dues and support of auxiliaries.
- Membership Intake
- Fee adjustments in conjunction with the Confidential Fee Adjustment Committee.
- Dues Collection
- Integration of Members
- Resignation of Members
- Membership Reports
- Ensuring the Integrity of the Membership Database

Administrative:

- Coordinates and oversees Administrative and Custodial Staff, per the various job descriptions that are on file.
 - Conducts administrative & Custodial Staff Meetings
 - Attends Professional Staff Meetings
 - Engages and dismisses staff with approval of Administration Committee and President

- Coordinates with custodial staff to insure proper set-up of facilities for all worship services, events and meetings
- Coordinates Volunteers as needed for additional support
- Oversees the Functioning and Use of Computer Hardware & Software
 - Gains understanding of both the hardware and software and how programs interact
- Oversees the strict adherence to the approved Budget
 - Follows approved Purchase Order procedure
 - Responsible for ensuring Purchase orders have appropriate signatures (staff and committee chair or liaison).
- Oversees the Temple's official calendar in conjunction with the responsible office assistant(s).
- Provides Financial Reports as Requested
 - For Executive Committee Meetings, Board of Trustees Meetings and as necessary.
- Serves as Hospitality Coordinator for the Temple
 - Coordinates with Committee Members to Oversee Purchases for Oneg Shabbat, as well as routine support requirements.
- Oversees & Coordinates the timely production of the newsletter.
- Oversees and coordinates promotion and publicity both within the temple and the community.
- Oversees the ordering of Supplies/Repairs/Food/plaques etc., in conjunction with the administrative office.
- Oversees the proper functioning of the Food Closet.
- Oversees Catering Schedule & Collections
- Coordinates Temple website.
- Oversees Temple radio station.

Other responsibilities as agreed appropriate. It is understood that confidentiality in this office is to be strictly adhered to.

Salary & Benefits:

Health Insurance: Reserves right to enroll upon loss of existing coverage.

Professional Organizations/Conventions: Temple will pay annual FASTA and NATA dues and will pay airfare, hotel (semi-private accommodations when possible) and registration at NATA Conventions and UAHC Biennials for the Administrator.

Temple Functions: Fees or charges for Shabbat Dinners conducted at the Temple shall be waived for the Administrator and her family. Fees or charges for other Temple functions shall be waived for the Administrator and her spouse.

* On nights when it is necessary to return to the Temple for a meeting or program where attendance is required, it is understood that the ED may leave by 5:00 pm