



POSITION DESCRIPTION: TEMPLE ADMINISTRATOR

Temple Beth Israel is a Reform Jewish congregation founded in 1931. We are the center of Jewish life in our region and we are blessed with a talented professional staff and dedicated volunteers. Each day our temple is filled with activity, learning, and a spirit that enriches the lives of so many. We are a community of more than 400 families and we take great pride in welcoming people from every path of life who choose to be part of our community.

Primary Functions: The Temple Administrator is responsible for the day-to-day management of Temple Beth Israel (TBI). The Administrator works very closely with the Clergy, President, Preschool and Religious School Principals, and other officers, all of whom must maintain a warm, caring, and supportive relationship with our congregants, employees, officers, and volunteers. The Temple Administrator and his/her office staff create the first impression that prospective new members and visitors obtain from TBI.

Principal Duties: The Temple Administrator is responsible for assuring the performance of the following functions either personally or through support staff:

Office Management:

- Hiring, training, supervision of office staff, including paid and volunteer staff
- Coordination of secretarial support to Board of Trustees, Committee Chairs, and Clergy
- Management of master calendar
- Maintenance of membership records
- Coordination of various forms of congregational communications
- Oversight of office inventory

Physical Plant and Grounds:

- Hiring, training, oversight of custodial staff
- Key control and alarm access
- Oversight of maintenance of physical plant and grounds including but not limited to inventory, custodial services, and gardening services
- Implementation and oversight of contractual services including but not limited to insurance and service contracts (in coordination with VP of Administration and/or Executive Committee)

Financial Management and Development:

- Prepares payroll for all TBI employees
- In coordination with Finance Committee, preparation, coordination, and oversight of membership pledge forms, school forms, and other forms as necessary
- Maintenance and oversight of funds collected for special events and fundraising projects
- Coordinate and solicit advertising for monthly newsletter
- Oversight and coordination of short-term space rental
- Accounts payable, accounts receivable

Skills, Knowledge and Abilities:

- Self-motivated and ability to work independently
- Good oral and written communication skills
- Ability to relate well with others including staff, members, and community-at-large
- Basic computer skills including but not limited to MS Word, Excel, etc.
- Problem solving and decision-making skills
- Ability to supervise others
- Ability to work flexible hours, i.e., weekends and evenings as needed

Minimum Qualifications:

- BA/BS degree preferred
- Minimum of three years of experience in a supervisory and/or management position preferred

Review of applications will begin April 9, 2018

Base Salary: Negotiable

Location: Pomona, California

Interested parties please submit resume and cover letter via email, USPS, or personal delivery to:

Jeanine Mann

President, Temple Beth Israel

3033 N Towne Ave

Pomona, CA 91767

Email: jeaninemann@gmail.com