

BACKGROUND –

Large and active Manhattan Reform synagogue seeks an administrator to assist its Executive Director. The synagogue has a full calendar, not only of religious observances and programs, but social and communal programs as well as a religious school, early childhood center, and cemetery; making it a hub of activity and energy. It is a very busy and interactive environment, with many functioning committees of volunteers.

SKILLS -

The right applicant must be a mature and highly articulate individual who is exceedingly well organized, a multi-tasker, and a self-starter. The position also requires a person with excellent people skills and the patience to interact with all kinds of people with varying needs. The position requires someone who is always a team player with a smile, in addition to being discrete.

This professional position needs a problem solver who possesses excellent computer skills at an intermediate + level – EXCEL, WORD, OUTLOOK – and the understanding of how to extract information from databases – the synagogue uses “CHAVERWARE.

The right applicant must be curious and interested in optimizing the synagogue resources and office management activities with the ability to write various forms of business correspondence.

Knowledge of Jewish holiday observance within the Reform tradition along with experience in fundraising is a plus.

JOB DESCRIPTION -

The position provides administrative support to the executive director including but not limited to the following areas:

- Direct supervision of shared office support staff
- Management of the synagogue master calendar and room setups
- Responsible for office systems including inventory, phone systems, vendor relations (copiers, fax, postage and folding machines)
- Interface with IT consultant and network troubleshooting
- Calendaring committee meetings and appointments
- Maintains executive director's calendar
- Event coordination and management
- Running various computer reports from the database and calendar
- On-site on Shabbat and holidays as part of staff rotation
- Coordinates Shabbat and holiday staff
- Organizes mail merges and general correspondence

- Act as the liaison between the executive director and various committees. including agenda preparation and meeting preparation
- Maintenance department liaison for scheduling, staffing, operations and systems
- Special preparations for Shabbat and holiday observances and High Holy Day season
- Support for key fund-raising campaigns including printing appeals, recognition, journal

MINIMUM QUALIFICATIONS -

- BA required in related field, MA or MBA a plus
- Minimum of four years' experience with progressive responsibilities in general office management and procedures
- Knowledge of the basics of bookkeeping
- Conversational Spanish and/or Hebrew a plus

Stephen Wise Free Synagogue, a 501(c)3 religious organization, employs full-time and part-time staff who support the values and principles of the synagogue. If you are committed to advancing Jewish life in New York City and helping others to embrace their heritage, consider joining our staff.