

Monmouth County Synagogue Seeks an
Office Administrator
15–25 Hours Per Week, \$20—\$35/Hour
Commensurate with Skill & Experience

Congregation B'nai Israel in Manalapan NJ seeks a part time **Office Administrator**. We seek a well-organized, welcoming individual to join our team. Join us and play an important role in helping Congregation Bnai Israel thrive as a center of community.

Apply TODAY!

- ✓ Join us in our mission to build a thriving center of Jewish life
- ✓ Be part of a supportive, tight-knit team
- ✓ Help strengthen Jewish life in central New Jersey

Responsibilities Include:

Office Management

- Provide efficient office management, maintain organizational systems
- Welcome people to synagogue, greet folks at the door
- Answer phones, provide support and assistance
- Facilitate mailings, billings and printing
- Facilitate financial tasks, deposits
- Facilitate email distribution
- Keep community informed of events via WhatsApp and Social Media
- Provide some technical support for daily operations
- High Holiday ticketing administration
- Input data into cloud based systems
- Website updates
- Maintain online calendar

Operations & Facility

- Facilitate a welcoming building with appropriate signage and amenities
- Collaborate with custodial staff to facilitate building maintenance
- Maintain building and office inventory, online shopping

- Interact with vendors

Clergy & Staff Support

- Provide administrative support for our Rabbi
- Provide support for Executive Director, Board members and volunteers

Programs & Events

- Help administrate and implement synagogue programs
- Advertise and recruit participation in programs
- Help set up building or rooms for programs
- Attend events, welcome people
- Operate registration tables

Important Qualities for the Office Administrator

- Warm personality with ability to welcome people of all backgrounds
- Excellent organizational skills and attention to detail
- Ability to communicate with care, sensitivity and discretion
- Proactive approach to work and making a positive contribution
- Team player, collaborator
- Ability to troubleshoot and work independently
- Technical expertise to manage non-profit office

Qualifications

- ✓ 2+ years-experience in non-profit or business office management preferred
- ✓ Proficiency in Microsoft Suite, Google, social media
- ✓ Ability to quickly learn new online systems such as ShulCloud, Constant Contact, Monkey Survey and more
- ✓ Experience managing tasks and projects to successful and on-time completion

For more information or to apply for this position, please send a cover email and resume to jobs@bnaiisraelnj.org. In the subject line, please write “**Office Administrator.**”