

Title: Office Administrator

Part-time position working 24 hours per week.

Hours: Tuesday – Friday 10am – 4pm

Reports to: Personnel Chair and Rabbi

Primary Functions and Responsibilities Include:

- Supports the Rabbi, Leadership Council and Committee Chairs.
- Manages the Technology personnel.
- Responsible for the day-to-day operations of the synagogue.
- Database and file maintenance
- Identify building maintenance issues and report them to the appropriate committee chair.
- Design of multimedia presentations, flyers, booklets, etc.
- Website development and maintenance.
- Handle financial transactions with guidance from Financial Committee.

Key Skills:

- Customer service and Strong communication skills in-person, in writing and online.
- Organizational skills & Multitasking competence.
- Ability to work independently and as a team member, with co-workers and with volunteers.
- Computer skills on a variety of platforms.
- Knowledge and ability to support streaming of spiritual, social and academic programs.
- Willingness to train others in use of technology.
- Knowledge of ShulCloud or other membership management software is a plus.

Contact Information: careers@bethhillel.net