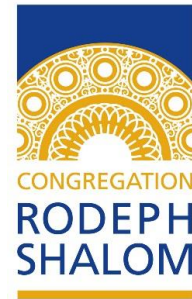


## Job Description – March 2024

**Job Title:** Administrative Assistant  
**Reports to:** Executive Director (ED)  
**Hours:** Non-exempt Position



### **Position Summary:**

The successful candidate will anticipate needs, solve problems, and respond in a timely manner. The individual must work independently, multi-task successfully, work collaboratively with staff, lay leaders and congregants, be comfortable in the use of databases and technology, and demonstrate initiative.

This position reports to the Executive Director. The individual will work as a liaison for key internal and external constituents. It requires tact, confidentiality, and integrity. We have an inclusive environment and welcome diverse candidates.

### **Our organization:**

Congregation Rodeph Shalom is a vibrant, diverse, and inclusive Reform Jewish community in center city Philadelphia. It has grown to become the largest Jewish congregation in the region. It is a fast-paced, mission-driven workplace. We welcome employees who are deeply committed to excellence and who bring commitment.

The congregational vision is to awaken our human spirit to the possibilities within and between us. We create a Jewish community of profound connections through transformative study, prayer, and urban engagement. Standing on the shoulders of our historic congregation's founders, we dedicate ourselves to ensuring the future of the Jewish people.

Through the above lens, this individual will ensure that all work activities are in alignment with its vision, thus helping RS to realize its full potential as a sacred community.

### **Responsibilities**

#### **Relational communication with congregants, leadership, and fellow staff**

- Provide partial support for B'nai Mitzvah administration; this is a shared responsibility with another employee. Specific role includes assigning tutors; assigning dates; gathering write-up about each child from parents; co-monitoring a shared email box
- Coordinate communications to the Board of Directors and Board of Advisors. Maintain Board lists. Coordinate Board of Directors and Board of Advisors dinners. Coordinate with other Board entities including Finance and Investment committees
- Enjoys interaction and thrives on teamwork opportunities

#### **Finance-related**

- Check processing: Receive, process and deposit checks. Oversee creation of payment logs.

#### **Communication-related**

- Coordinate High Holy Days projects. This includes HHD mailings, membership name badges, President's annual letter; HHD appeal, etc.
- Coordinate and oversee RS congregation-wide USPS mailings – statements, tax letters, membership renewal letters, and special mailings.
- For electronic messages sent to the general mailbox or inbound telephone inquiries, ensure the staff receive information regarding the need; prioritize information regarding life cycle emergencies.
- Manage bi-monthly printed Bulletin print production and mailing, consistent with USPS requirements
- Maintain and update USPS contracts renewal process, form changes and related payments.

### Office Administration

- Manage purchasing and management for all office supplies; coordinate office equipment repair.
- Maintain parking agreements, parking lists and tickets for individuals and employer-sponsored agreements. Oversee monthly and daily tickets. Manage interaction with renters.

### Executive Assistant Responsibilities

- Develop and maintain congregant leadership contact lists
- For RS-internal meetings (Board, selected committee and task forces), coordinate catering, meeting attendance including Zoom, AV technology, document distribution
- Provide event coordination support for selected events

### **Skills/Experience/Education: Specific Qualifications**

**The most important skill required is a passion for our organization and its success. Reflect on your alignment with this requirement and if you have it, along with the following, then please send your resume with a cover letter explaining your interest in the position.**

- You bring an enthusiastic and professional attitude for interaction with members and the ability to work collaboratively with staff, lay leadership and volunteers
- Detail oriented, organized, time management skills, ability to multi-task
- Ability to communicate effectively; strong verbal and written communication skills
- Knowledge of and experience with the LGBTQ community, and sensitivity to all elements of inclusion and diversity
- 4-yr college degree
- Excellent computer skills including strong proficiency in MS Office (Word, Excel, Outlook, PowerPoint); familiarity with Salesforce and Forms Assembly preferred

### **Salary & Benefits**

Compensation –Exempt position: \$45K (\$23.08/hour) - \$55K (\$28.21/hour) commensurate with experience

- 403(B) contribution at 6% of compensation after one year (employee match not required)
- Medical insurance and Health Savings Account, paid by employer
- Paid time off, based on tenure with the organization
- Schedule: 8:30 am – 5 pm with flexibility to provide assistance for occasional nights and/or weekends.
- It is anticipated that this individual will be available to provide administrative support at some or all High Holy Day services and at major events.

If you are interested in applying for this position, please send your resume and cover letter via email to Jeff Katz, Executive Director at [jkatz@rodephshalom.org](mailto:jkatz@rodephshalom.org).

Congregation Rodeph Shalom is an Equal Opportunity Employer and will not take into consideration the race, gender, age, ethnicity, religion, disability, sexual orientation (or any other protected class) of any applicant for this position. For more information, visit our website at [www.rodephshalom.org](http://www.rodephshalom.org).

**If your background, skills, and interests are in alignment with our mission, reach out to us.**