



Reception and Office Administrator

At Temple Beth Am we deepen relationships to Judaism and our community by engaging the soul, heart, and mind. Temple Beth Am's Beit Am (House of the People), is made of three smaller houses: the Beit Tefillah (House of Worship), the Beit Kehillah (House of Community), and the Beit Midrash (House of Study). All professionals at Temple Beth Am are collaborative, relational, and work to support all three rooms of our Beit Am.

Temple Beth Am's administrators advance the mission by ensuring congregants are at the center of all we do. Our Reception and Office Administrator supports clergy, staff, and congregants by acting as our primary point of contact for internal and external constituencies. They are the phone and email front line, they book appointments, order supplies, welcome guests, support mailings, and assist with the logistical aspects of all of our mission-driven work. In addition, this position is comfortable by phone and in person assisting all departments including worship, events, facilities, educational programs, and finance at Temple Beth Am. This position reports to the Executive Director and serves all staff and clergy at Temple Beth Am.

Primary Job Functions

- **Phones/Email:** routing all general emails and calls, delivering timely messages to appropriate parties
- **Reception:** safely manage the door/welcome guests and visitors
- **Youth and Adult Education Support:** welcoming, ordering, copying, and data support
- **Purchasing and Materials:** maintaining supplies and supply storage, purchasing, ordering, printing, prepping supplies, and distribution
- **Office Coordination:** vendor and equipment coordination, managing mail, coordinating mailings, and taking notes in all staff meetings
- **Data Entry and Data Coordination:** as needed to support events, community, worship, lifecycle, and learning programs
- **Other Administrative Tasks as Assigned:** Examples may include,
 - Gift shop stocking
 - Gift ordering
 - Travel arrangements
 - Certificate creation
 - Parking lot reservations

Core Competencies

Our professionals possess the following qualities:

- **Relational** - Temple Beth Am Congregants consider our professionals to be part of their sacred community. You will need to be comfortable, thoughtful and confident speaking in person and by phone to members of our community.

- Lifelong learners – Interest in both formal and informal learning opportunities to foster the continuous development and improvement of the knowledge and skills needed for both employment and personal fulfillment.
- Technophiles - Being both technology literate and unafraid of the fast-changing technology landscape is essential for us to understand and serve our congregants. You do not have to be an expert, however with professional support you should be enthusiastic about learning new technologies.
- Innovative – You should be interested in the different and more effective ways we can do our mission driven work while be open to and embracing change.
- Self-Motivated - Encouraging yourself to continue making progress toward a goal even when it feels challenging or requires extreme flexibility.
- Highly Organized – Having the routines and discipline necessary to accomplish mission driven tasks on a daily, weekly and monthly basis.
- Confident - Comfortable communicating through verbal, written and non-verbal means with a sense of humor and the resilience to work with congregants and colleagues facing challenging issues

Qualifications

- Two+ years of formal administrative experience
- Computer competency requiring Microsoft Word, Outlook and Excel
- Ability to problem solve, take initiative, set priorities, handle multiple projects and exercise good judgment in a fast-paced, dynamic environment
- Detail orientation enabling proactive support of a busy staff
- Speed and consistency in email-based communication
- Strong attention to detail: experience tracking multiple project/communication threads
- Willingness to ask for and to give feedback
- Customer service orientation
- CRM database software experience, familiarity with ShulCloud software a plus
- Demonstrated commitment to people and organizations who are changing the world through Jewish values, social justice and meaningful relationships

Classification

Full time (in person) with access to all benefits including medical, dental, vision, paid leave, 403(b), and other coverages.

FLSA Category

Hourly non-exempt, 36-40 hours per week

Hourly Pay Range

\$23.50-\$26.50 per hour (based on experience)