



Job Opportunity: **Education Administrator (part-time)**

Come join Judea Reform Congregation's Religious School team! We are looking for a part-time, in person Education Administrator. This is a great opportunity to support a vibrant religious educational program in a lively community in Durham, North Carolina.

Summary

The Education Administrator (EA) serves to support the education programs of Judea Reform Congregation (JRC). This position is part-time (20 hours/week) and reports to the Education Director. The EA is responsible for the logistics and details related to the operation of the Religious School.

About Judea Reform Congregation

Judea Reform Congregation (JRC) is a vibrant, welcoming, inclusive Reform synagogue community where Jews in the Durham and Chapel Hill area gather to worship, learn, serve, and actively engage in the sacred traditions of our shared heritage. The congregation was founded in 1961 and has grown to be the largest Reform congregation in the North Carolina Research Triangle. JRC members are diverse in age, physical and cognitive abilities, sexual orientation, gender identity, backgrounds, interests, skills, and pursuits. JRC operates many spiritual, cultural, and social programs throughout the year, including the vibrant and well-regarded Religious School, which fosters Jewish learning, experience, and identity among our congregation's children.

Our Religious School serves students from preschool through seventh grade during the school year (generally August/September through May). Students in Pre-K meet on Sunday mornings from 9:30 am to 11:30 am; students in Kindergarten to Grade 6 meet on Sunday mornings from 9:30 am to 12:30 pm. Our seventh grade program, *Darchei Mitzvah*, meets at 9:00 am on Saturdays.

You can learn more about our community by visiting our website: <https://www.judeareform.org>.

Responsibilities

The Education Administrator will oversee the overall administrative elements of the education programs at JRC. Through partnership and collaboration with the Education Director and JRC colleagues, the ideal candidate will be successful in connecting with others consistently and embodying the mission of the synagogue.

Our work during the week prepares for our program on Sunday mornings. During the Religious School hours the EA will be the point person for teachers, families, students, and other staff. This will include being stationed at the front desk of the school building, handling any emergency issues that arise, coordinating our weekly snack, and other requests by teachers and parents.

Timing

- 20 hours/week:
 - Sundays: 8:00 am to 1:00 pm (this timing is consistent during the school year, other than vacations)
 - 15 hours a week during weekdays; regular weekly schedule to be determined in partnership with Education Director
 - Some evenings (as needed for planned events or meetings)

Note: During summer months/school vacations, Sunday hours shift to weekdays

1) Operations

- Serve as Religious School liaison for JRC staff, families, and teachers
- Work with teachers to identify room set-up needs and communicate with Building & Grounds Manager/custodial staff well in advance of any events

2) Program Management

- Work with Education Director to create publicity for Religious School programs and activities
- Assist in the planning of and, when possible, attend Religious School events – such as coordinating food, RSVPs, payments, and materials
- Draft and manage Religious School communications, including through social media

3) Administrative Responsibilities

- Answer and respond to queries regarding the Religious School in person, by email, and by phone
- Coordinate materials requests from teachers and order as needed
- Help to maintain registration system and create accurate class lists
- Create and update databases as needed
- Perform other duties as assigned by Education Director

Qualifications

Judea Reform Congregation values a diverse workforce and an inclusive culture; our commitment to these values make us proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, age, national origin, marital status, citizenship, physical ability, or veteran status.

Frequently cited statistics show that women and underrepresented groups apply to jobs only if they meet 100% of the qualifications. JRC encourages you to break that statistic and to apply if you have any combination of these skills.

- Attention to detail
- Strong communication skills
- Strong organizational skills
- Familiarity with Microsoft Office suite; ability to understand/learn databases and synagogue management systems (we currently use ShulCloud); knowledge of Canva or similar design platforms

- Demonstrated ability to handle and prioritize multiple activities and responsibilities
- Ability to work both independently and as part of a team
- Congenial, professional, and positive attitude when interacting with JRC coworkers and with Religious School teachers, families, students, and community members
- Flexible, personable, and collaborative with the ability to build effective working relationships inside and outside the organization
- Knowledge of the Jewish community environment, education, and ritual practices, especially Reform Judaism, is helpful

Compensation: \$ 16/hour, flexible scheduling available

To apply, please submit a cover letter and resume to Stacy Lubov at SLubov@judeareform.org (subject line: Religious School Education Administrator). No phone calls, please.