



Youth and Family Department Administrator

North Shore Congregation Israel is searching for a talented and motivated team member to work with The Synagogue's youth and family programming. You will be a critical member of the administrative team ensuring that NSCI maintains the highest level of service both externally to the children and their parents, and internally for staff and clergy.

As the Youth and Family Administrator you are well-organized and possess a sound knowledge of Jewish life or are interested in learning. You would have experience that comes from organizing similar departments and/or prior experience in a synagogue. Excellent written and spoken communication and attention to detail are vital in this role.

The Youth and Family Administrator is a full time, exempt employee, under the supervision of the Director of Operations. They are a key member of the Administrative Team and interact on a daily basis to ensure that planning, execution, and follow up are performed efficiently and effectively.

Duties include, but are not limited to:

Goodman Center for Jewish Education

- Prepare and collect registration materials and tuition
- Develop class lists with Education Director
- Maintain attendance records
- Communicate to parents and teachers weekly with the Education Director
- Prepare flyers and registration for programs
- Arrange for substitute teachers
- Maintain records of attendance for payroll purposes
- Prepare room set ups for all programs and for classrooms
- Make special arrangements - bus, speakers, etc
- Order books, materials and supplies
- Provide support to students, parents and teachers during school hours
- Provide administrative support to YFCC and Education Director in any other way needed
- Assist teachers with particular assignments as needed

Youth and Family Center

- Publicize YFC Programs
- Take minutes at YFC meetings
- Provide administrative support at programs

QUALIFICATIONS

- Bachelor's degree and relevant work experience
- Track record of a creative approach to event planning and development
- Attention to detail and professionalism
- Outstanding written, verbal, and interpersonal communication skills
- Proficient in Google Suite
- Understanding of synagogue life, and knowledge of and comfort with Reform Jewish principles and practices
- Ability to represent the Temple in public settings
- Able to work late days, Sundays, and during High Holy Days
- Ability to work independently and as a member of a team
- Ability to work with different constituencies; staff and lay leadership
- Ability to handle multiple projects, work well under pressure, prioritize, meet deadlines, and produce quality results on schedule
- Strong skills as a project manager and team player who can collaborate well with peers and senior management

Interested applicants can email their resume to joelm@nsci.org. Please do not call. Only those candidates that meet our screening requirements will be contacted.

North Shore Congregation Israel is one of the oldest and largest synagogues in the Chicago area. It is a vibrant Reform community located on 19 acres overlooking Lake Michigan. Its iconic building was designed by renowned architect Minoru Yamasaki and chosen as one of the **“200 Great Places”** by the American Institute of Architects Illinois component.