

Executive Assistant

The Hebrew Educational Alliance, a synagogue community dedicated to the belief that Jewish tradition has the power to infuse our lives with meaning and purpose, is seeking an Executive Assistant. We are a sacred community working to awaken the spirit and change the world. Though we are one of the largest egalitarian-traditional Conservative Jewish congregations in the region, we pride ourselves on our small congregation warmth. Our congregation is vibrant, active, eager to learn, and truly represents Jewish life in Denver.

Location: 3600 S. Ivanhoe St. Denver, CO 80237

Web site: <https://www.headenver.org/>

Position Summary

The Executive Assistant reports to the CEO and works closely with our Senior Rabbi, Associate Rabbi and Cantor. This position requires an individual to be a strong multitasker and independent problem solver, have excellent communication and project management skills, work well under supervision and be extremely organized. The person in this position will be expected to execute and initiate routine tasks, engage with staff, congregants and the general public on a regular basis, and serve as a gatekeeper for the clergy offices. It is essential that the professional who occupies this role appreciate discretion and practice excellent judgment, as they are a front-line representative of the congregation and its clergy.

Position Duties and Responsibilities

- Manage and maintain executive schedules, including scheduling travel and conferences, making appointments, overseeing ShulCloud CRM follow up, and making changes to appointments.
- Answering and directing calls to appropriate people, taking messages.
- Creating a system, in conjunction with clergy, to prioritize calls, meetings and travel requests.
- Greeting visitors and determining access to appropriate people.
- Overseeing administrative policies within an organization and within the office.
- Performs a broad range of administrative details that may be highly confidential and includes correspondence and a high level of proactive management and follow-up.
- Assist with centrally managed office supply ordering system for all synagogue departments
- Provides backup assistance to other administrative staff.
- Performs other such duties as assigned from time to time.

Data and Statistical Analysis, Marketing, and Demographic Reporting

- Create custom reports for staff, executives and board of directors.
- Use ShulCloud to extract an array of variables and combinations from over 900-member family records. Export these to Microsoft Excel for easy sorting and further analysis, creating customized reports used for marketing, customer service, and financial forecasting.
- Manage ShulCloud to produce analyses of tables and charts using Microsoft Excel.
- Create fundraising reports: revenue, attendance, and data unique to the project to determine the efficacy and result of fundraising projects.
- Develop age, demographic, and geographic growth trend reports and projections for strategic planning.
- Develop and present targeted reports for marketing and communication.

Large Project Management

- Purim -Misloach Manot Fundraiser – Set up campaign in ShulCloud for fundraising. Map and create geographic delivery areas for approximately 875 member families using Maptitude. Organize delivery with about 70 volunteer drivers.
- Yizkor Book – Maintain the database year around. Manage letter delivery, collection and name entry for Yizkor book. Oversee printing and distribution.
- High Holidays – Manage ticketing, seating and help in organizing the volunteers.

Position Qualifications:

- High school diploma or equivalent required, Bachelor's degree preferred.
- At least five years of administrative support, preferred.
- Experience providing senior level support, preferred.
- Proficient in Microsoft Office Suite is required and basic knowledge of Microsoft 365 and ShulCloud is preferred.
- Experience with a Customer Relationship Management (CRM) system required.
- Event planning experience preferred.
- Work experience in a synagogue or Jewish organization and knowledge of Jewish rituals, practices and customs preferred.
- Understanding that around Jewish holiday, flexible hours may be required.
- Must be organized, accurate, thorough, detail oriented, and an excellent problem solver
- Excellent customer service skills and communication skills are required.
- Ability to interact effectively and positively with all types of personalities.

Work Hours and Benefits

- Work hours are Monday thru 8:30-4:30, Friday 8:30-3:00.
- This is a full-time position. Benefits include: the opportunity to participate in the congregation's health insurance, dental and vision plans. Paid vacation and PTO.
- Office culture is professional, friendly, supportive and collaborative.
- Compensation is in line with experience and qualifications.

How to apply

To apply, submit a resume, cover letter and three references to: info@headenver.org by July 7th 2020. Please reference "Executive Assistant" in your subject line. No phone calls please.