Job Title: Administrative Assistant to the Religious School and Youth Programs

Reports To: Director of Education/ Rabbi Educator

Job Purpose
The Administrative Assistant serves the Education Department providing administrative support to religious school and youth program staff.

The Administrative Assistant works collaboratively with Education Department staff, Temple Sinai administrative staff, the clergy, the Executive Director, and with students and their families.

Qualities, Duties and Responsibilities

Qualities:
• Enjoy working with school-aged children
• Helpful, responsive, solution-oriented approach
• Strong administrative and organizational skills
• Self-directed, independent, and willing to accept feedback and direction
• Ability to multi-task and prioritize workload
• Quick learner, adaptable, able to interact with wide variety of personalities, high emotional IQ
• Maintains confidentiality of all children, families and staff
• Understands and supports the policies of Temple Sinai educational programs

Operations:
• Orders and manages supplies and materials for school and youth programs and individual classroom needs
• Manages food ordering and purchasing for weekly programs and special events.
• Helps coordinate school and youth events, including invitations, RSVPs, food ordering, room setups, etc.
• Produces time sheets, class lists, emergency binders, allergy lists, teacher rosters, student/family directories, staff and parent handbooks, school calendars, and other administrative lists and records
• Provides teacher support including text book orders, photocopying, classroom materials, audio-visual equipment
• Interfaces with custodial staff on room setups and maintenance needs
• Maintains an organized office space
• Maintains first-aid kits and emergency supplies
• Tracks and coordinates education volunteers
• Participates in weekly Education Dept. staff meetings
Communications:
- Calm, friendly point of first contact for students, families and faculty, and for parents regarding registration, attendance and other administrative questions
- Handles all regular school communications with families, including flyers, e-newsletters, and age-specific outreach
- Sends family notifications including class emails and public health notices as needed
- Answers phones
- Supports other education electronic communications (blogs & more)
- Maintains education bulletin boards
- May include updating website and social media

Enrollment and Registration:
- Produces and sends out enrollment and registration forms
- Coordinates student registration and enrollment

Other duties as assigned by the Director of Education / Rabbi-Educator

Schedule:
The Administrative Assistant position is a non-exempt 30 hours/week position. The hours are set in collaboration with the Rabbi Educator. While some of the scheduled hours may be flexible and worked remotely, during the academic year the days/hours include: Tuesdays 11:30am-8:00pm, Fridays 3:00pm – 6:00pm, and Saturdays 8:00am-1:00pm. During school holidays and summer, the schedule is subject to change. This may be a workshare position (20 hours – administrative responsibilities and 10 hours- in-person on Tuesday evenings, Friday late afternoon, and Saturday morning.)

Qualifications
- Bachelor’s Degree preferred.
- Proficient in Microsoft Office Suite and data entry and willing to learn new computer programs
- Experience with MailChimp and other e-marketing tools
- Proficient at multitasking and acting as a team player
- Able to accomplish tasks accurately and quickly with a sense of urgency
- Strong writing skills
- Ability to maintain confidentiality and discretion in accordance with state/federal laws and Temple policies, and understanding of sensitive issues
- Educational experience, Jewish knowledge, and synagogue familiarity preferred

Working Conditions
The Administrative Assistant position includes regular Saturday hours and evening hours on Tuesdays. During school holiday times and in the summer, the schedule is subject to change. The hours are set in collaboration with the Rabbi Educator.

Direct Reports
None.

For consideration, please send your cover letter, resume, and three references to Terrie Goren, Executive Director at Terrie@oaklandsinai.org. No telephone calls, please. This position will remain open until the successful candidate is identified.
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