

Administrative Assistant for Synagogue Operations (Full Time)

Congregation B'nai Israel and Abundance Farm

Northampton, Massachusetts

Position Overview:

Congregation B'nai Israel (CBI) and Abundance Farm, in Northampton, MA, seek an Administrative Assistant for Synagogue Operations. The Administrative Assistant will be a part of the business team at CBI and will provide administrative support to our Rabbi, staff, and volunteers and will report to the Executive Director. The Administrative Assistant will be a proactive, participatory member of the business team, providing workable solutions that extend beyond the reach of any one staff person. This is a full-time position and includes front desk receptionist responsibilities as well, including acting as the “gatekeeper,” greeting and screening calls and visitors.

Our Communities:

Jewish life in Northampton is experiencing an unprecedented period of growth. Congregation B'nai Israel welcomes those whose backgrounds and observances span a wide and diverse range of beliefs, perspectives, and practices. We embrace interfaith and blended families, LGBTQIA and BIPOC individuals and families, and proudly provide a spiritual home for those with diverse perspectives, aspirations, and abilities.

We offer a wide diversity of programs and initiatives for adults and children of all ages, including our Gan Keshet preschool, ALMA Youth and Family Education program for pre K-8th grade, and teen youth groups and internships, Adult Education programs, and senior luncheons. In addition to our eclectic 430+ member households, we engage hundreds of additional youth and families in our region each year through our schools, volunteer committees, social action programs, chavurot, Shabbat and holiday programs, and our onsite community farm (Abundance Farm).

Primary Responsibilities Include:

- Managing the synagogue ritual and program calendars
- Promoting ritual services and programs through email and social networking platforms
- Serving as Zoom/Live Stream Operator for virtual religious services and programs
- Creating documents and managing synagogue mailings
- Entering and organizing data in cloud-based database
- Creating registration forms and tracking program and event registrations
- Ordering and maintaining supplies and food for kiddush, services, events, and programs
- Running errands in preparation for synagogue programs
- Scheduling meetings, distributing meeting agendas, and sending reminders for meetings
- Taking notes at meetings and distributing them promptly
- Emailing, filing, faxing, and photocopying
- Being the first welcoming voice/face to community members and prospective community members
- Tracking all incoming synagogue donations and gifts and providing timely acknowledgements
- Performing basic troubleshooting operations on computer
- Keeping the staff and committees organized
- Collecting and distributing mail
- Other duties as assigned

Preferred Experience and Qualifications:

We are looking for a self-starter who is able to multitask and work as a team with clergy, staff, and volunteers. The successful candidate will be computer proficient and able to quickly learn to navigate new computer programs, databases, and applications. This position requires proficiency with MS Word, Excel, PowerPoint, Google Suite, Zoom, Canva, and Facebook. The successful candidate will be able to interact with all types of individuals calling and coming into the office at all times and will be able to work well under occasional pressure. Experience working in a Jewish community, familiarity with the Jewish calendar, and/or basic Hebrew language knowledge preferred.

Physical Requirements:

- Must be able to remain in a stationary position 50% of the time.
- Need to move about inside the office to access file cabinets, office machinery, and other office equipment. Will be able to regularly operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Will frequently move equipment/supplies weighing up to 50 pounds across campus for various classroom and event needs.
- Sometimes work is in an outdoor setting.

Salary and Benefits: This is a full-time, 40 hour/week position. The salary range for this position is \$34,000-\$37,000, depending on experience. We value the time you spend outside the office as much as we value the time you spend with us; our flexible scheduling and vacation policies are designed to encourage a healthy work/life balance. Benefits include: 10 days of paid vacation, 8 federal holidays, time off or compensatory time off for religious Jewish holidays if scheduled to work, professional development allowance, 2 personal days, 6 sick days, health insurance with 80% covered by CBI, synagogue membership, and free religious school tuition. We also offer our staff free fruits, vegetables and flowers from our Farm and challah from our wood-fired oven. This position includes occasional responsibilities on evenings and weekends, and some of the work can be done remotely with supervisor approval.

Application Process:

Applications will be reviewed as they are received. To apply please send your resume, a cover letter, and contact information for three professional references to jobs@cbinorthampton.org.

The position is currently open and the ideal candidate is available to start immediately upon hire.

CBI is an equal opportunity employer and supports workplace diversity. We carefully consider applicants for all positions without regard to race, color, religion, creed, gender identity, sexual orientation, national origin, age, disability, marital or veteran status, or any other legally protected status. Candidates who identify as LGBTQI, BIPOC, Sephardic, and/or Mizrahi are strongly encouraged to apply.