

Administrative Assistant
Northampton, Massachusetts

Position Overview:

The Administrative Assistant is a part of the business team at CBI. The Administrative Assistant will be a proactive, participatory member of the business team, providing workable solutions that extend beyond the reach of anyone staff person. This is a part-time hourly position and includes front desk receptionist responsibilities as well, including acting as the “gatekeeper,” greeting and screening calls and visitors.

Work Schedule:

The Administrative Assistant will work primarily on site.

Typical weekly schedule, subject to change

Monday 8:30-5:00

Wednesday 1:00-5:00

Thursday, 8:30-5:00

Other hours as needed

Primary Responsibilities Include:

- **Provide general administrative support - in the CBI front office and remotely**
 - Being the first welcoming voice/face to community members and prospective community members
 - Emailing, filing, faxing, and photocopying
 - Assist with bulk and other mailings, errands and basic custodial tasks.
 - Performing basic computer troubleshooting staff operations on computer.
 - Collecting and distributing snail mail and deliveries
 - Assisting with social media, database entry, and other tasks based on experience.

Preferred Experience and Qualifications:

We are looking for a self-starter who is able to multitask and work as a team. The successful candidate will be computer proficient and able to quickly learn to navigate new computer programs, databases, and applications. Proficiency with MS Word, Excel, and Facebook preferred. 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.

Physical Requirements (please initial)

- Must be able to remain in a stationary position 50% of the time. ____
- Needs 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 works in an outdoor setting. ____

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 office@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.