



## ADMINISTRATIVE COORDINATOR POSITION DESCRIPTION

TEMPLE BETH-EL

MAY 2021

**JOB TITLE:** Temple Beth-El Administrative Coordinator

**STATUS:** Full-time Position (35 - 40 hours/week, flexible weekend hours possible, to be determined)

**EMPLOYER:** *Temple Beth-El (TBE), a member of the United Synagogue of Conservative Judaism, is located in downtown Ithaca and serves the Jewish community of Ithaca and surrounding region. Led by Rabbi Rachel Safman and governed by its Board of Trustees, TBE provides activities, including religious services, educational opportunities for children and adults, youth and family programs, and cultural experiences, for its approximately 250 member households. The synagogue sponsors both a supplemental religious school (the Rabbi Felix Aber Religious School) and a weekday preschool (B'Yachad Ithaca Jewish Preschool), administered by its Director of Education and Youth Programming. Active volunteers provide dedicated service to TBE, both individually and through committee work, and support the institution through numerous avenues, including through the projects of its Sisterhood. (<https://www.tbeithaca.org/>)*

**POSITION SUMMARY:** A key role in a small office, the Administrative Coordinator reports to the Rabbi and works independently to ensure timely synagogue preparation for all Temple holidays and activities. This requires anticipatory planning and significant communication with and support to multiple stakeholders such as the Director of Education and Youth Programming, the Board of Trustees, the Religious School Board, and the Sisterhood Board. The Administrative Coordinator coordinates the work of outside contractors, such as IT professionals. The Temple has recently implemented *ShulCloud*, a synagogue management application. The Administrative Coordinator must become adept at using this software effectively and proficient with website support and other standard office technologies. The Administrative Coordinator greets and responds to Temple members and others who contact or visit the office, while also working with colleagues to ensure efficient facilities management and security.

### QUALIFICATIONS:

- Associate Degree, with Bachelor's and/or other advanced degrees and experience preferred
- Excellent interpersonal skills, with clear, articulate oral and written communication
- Proficient organizational and office management skills
- Ability to function effectively in a busy, team-oriented and time-sensitive atmosphere
- Proficiency with Office 365. Capability of working with Zoom sessions and webinars, website content management systems, and cloud-based archival systems. Some graphic design experience desirable
- Ability to maintain confidentiality with financial and personal information
- Open to becoming familiar with Jewish holidays and customs
- Ability to maintain accurate records (e.g. personnel files, life cycle events, orders, service contracts)

### RESPONSIBILITIES:

1. Administrative
  - Support the Rabbi in the office and in ensuring timely synagogue preparation for all TBE holidays and activities, including coordinating schedules and maintaining central synagogue event planning calendar

- Establish a professional and reliable office presence, greet visitors, and serve as a knowledgeable contact for organizational functions and programs
- Direct incoming communications (phone calls, emails, mail, deliveries) and originate outgoing communications in an accurate, clear, and timely manner
- Support the Director of Education, TBE Board of Trustees, Religious School Board, Sisterhood Board, committee chairs, and additional volunteers (e.g. record-keeping, emails and mailings, and preparation of materials)
- Oversee all office operations (e.g. maintaining inventories and records, and developing communications)
- Coordinate the work of outside contractors, such as IT professionals

## 2. Communications

- Maintain TBE website, and update calendar and content as needed, with assistance from content editors
- Track, respond/forward, and acknowledge incoming correspondence, donations, invoices, payments
- Maintain templates for routine correspondence relating to events, membership, and regular synagogue functions
- Record information concerning life cycle events, and communicate to the appropriate individuals (e.g. Rabbi, Director of Education, Cemetery Committee, House Committee)
- Create announcements for TBE events, assemble and distribute communication about upcoming synagogue activities and programs (e.g. listserve, flyers), and assist in completing publicity efforts

## 3. Member account management

- Enter and update membership information
- Generate reports (including specific email lists and mailing labels)
- Respond to members' questions concerning personal accounts
- Coordinate information-sharing with Membership Chair on prospective, new, and resigning members

## 4. Technology support, in conjunction with Information Technology (IT) Committee

- Manage email and communication accounts and communication protocols. Ensure licensing is up-to-date and arrange for new licenses, as needed
- Ensure that equipment and technical infrastructure (WiFi, website, email server, printer, security systems) are in good working order; coordinate with IT Committee and service providers to resolve technical problems
- Option to provide technical support for Zoom meetings and worship services, to be determined

## 5. Facilities

- Daily or twice-daily building checks
- Track visitors and activity in and around the building
- Anticipate and address problems and repairs in conjunction with custodian and House Committee
- Adjust timing of heat and light as needed for building use
- Maintain inventory of keys and individuals with access to the building; track return of all borrowed keys

## Percentage of Effort

- **30** Support the Rabbi in the office and in ensuring timely synagogue preparation for all TBE holidays and activities, including coordinating schedules and maintaining central synagogue event planning calendar.
- **25** Communications and Technology Support (See above)

- **20** Support the Director of Education, TBE Board of Trustees, Religious School Board, Sisterhood Board, committee chairs, and additional volunteers (e.g. record-keeping, emails and mailings, and preparation of materials)
- **15** Member account management (See above)
- **10** Oversee facilities and all office operations (e.g. maintaining inventories and records, and developing communications).

**STARTING SALARY:** Salary commensurate with education, qualifications, and experience.

*Temple Beth-El is an Equal Opportunity Employer and a Tompkins County Certified Living Wage Employer*

**To apply, please send a cover letter and resume to [search@tbeithaca.org](mailto:search@tbeithaca.org) .**