



Position Description

POSITION: OFFICE ADMINISTRATOR

POSITION SUMMARY: The Office Administrator provides administrative and clerical support for the Executive Director, Rabbi, staff, and volunteers. Strong organizational skills, light bookkeeping, social media and computer proficiency are essential. Hours are primarily between 9:00 am and 5:00 pm most weekdays, but the occasional evening and weekend hours will be required. This is a part-time position.

ESSENTIAL JOB FUNCTIONS:

Administrative

- Cooperatively works with the congregation staff and volunteers on a wide variety of projects.
- Answers incoming phone calls and greets visitors.
- Maintains, updates, and tracks all constituent data (membership renewal, tenant contracts, religious school registration).
- Sends out meeting announcements, agendas, and other details for onsite and offsite meetings.
- Maintains and orders supplies and equipment for facility, as needed.
- Keeps a shared calendar for building use and meetings by staff and membership.

Communications

- Supports website maintenance and updates as needed and assists with social media and marketing according to need and schedule.
- Oversees and initiates mailings including invitations, letters, flyers, school mailings, dues statements, yahrzeit (death anniversary) notices, and thank you letters.

Bookkeeping

- Organizes, enters, and tracks all payments to B'nai Havurah.
- Prepares bank deposits.
- Assists Executive Director and/or Finance Committee with budget preparation and preparing reports.
- Works in conjunction with Executive Director, Treasurer, and Bookkeeper to manage accounts receivable and payables, while maintaining accounting records.
- Tracks incoming payments and donations made to B'nai Havurah.

Basic Qualifications

- High School diploma or equivalent.
- 3 or more years of office administrative experience.
- Strong communication skills, proficient on the computer, and comfortable using a variety of software programs.
- Some bookkeeping experience.
- Maintains productive, positive working relationships within workplace.
- Willingness to perform other tasks, responsibilities, and special projects as assigned.
- Maintains a level of flexibility, offering assistance to others as appropriate.
- Attention to detail and ability to multi-task, prioritize, organize and problem-solve.

Salary: \$17.00-\$19.00/hour, commensurate with experience.

Application Instructions and Deadline:

Please email a letter of introduction and resume by November 11 to:

Becky Epstein, Executive Director

exec@bnaihavurah.org

B'nai Havurah: Denver Jewish Reconstructionist Congregation is an inclusive, participatory Jewish Reconstructionist community that is passionately committed to experiencing Judaism by infusing tradition with renewed meaning in a contemporary American context. We do this through study, worship and joyous practice, social justice, acts of kindness, and connection with the Jewish People (Am Yisrael).