

## POSITION DESCRIPTION

**Job Title:** Assistant to the Clergy

**Reports To:** Senior Rabbi

### **Position Description**

The Assistant to the Rabbi works under the supervision of the Rabbi and provides administrative and project support to the Senior Rabbi, Cantorial Soloist (note: this will change to Cantor after 7/1/22) and other clergy on staff as directed by the Rabbi to support the Congregation's mission and goals. The Assistant may also be assigned other duties as needed, as approved by the Rabbi.

### **Position Responsibilities**

This position will be responsible, but not limited to the following tasks, activities and assignments:

#### Rabbi and Clergy Correspondence, Communication and Administrative Support

- Answer and follow up on all phone, email and other communication to and for the Rabbi.
- Provide phone support for all clergy.
- Responsible for all written communication for the Rabbi and other clergy as directed, including design, preparation and production of any special service materials or handouts (i.e. write/edit letters, thank you notes, lifecycle acknowledgements, inter-office communications).
- Maintain all administrative and financial forms, records, reports, documents and files required by the Rabbi and Clergy (i.e. communications, discretionary funds, programs and initiatives).

#### Maintain Rabbi and Cantorial Soloist Calendars

- Maintain all aspects of the Rabbi's and Cantorial Soloists calendar including making appointments, coordinating meetings with others, scheduling and making arrangements for local and out of town travel.
- Schedule appointments with congregants (pastoral counseling, conversion, b'nai mitzvah preparations, etc.)
- Handle life cycle preparations (weddings, baby ceremonies, work with Program Associate on b'nai mitzvah program as needed, end of life rituals, etc.)

#### Provide Support for Religious Events and Activities

- Prepare information and materials for weekly services, yahrzeits, B'nai Mitzvah and other life events.
- Assist in the planning, scheduling and the development of communications and materials for holiday events (i.e. High Holy Days, Sukkot, Pesach, Shavuot, etc.)

### **Qualifications**

### Skills – Required

- Effective and positive interpersonal communication skills.
- Professional writing and presentation skills and ability to prepare documents, brochures and member communications (i.e., invitations, thank you letters, fundraising information).
- Proficiency with standard office, publication, presentation and database software programs including GSuite and Microsoft Office.
- Ability to:
  - Learn new computer programs and applications as needed.
  - Maintain detailed records, files, communication.
  - Gather data and prepare reports.
  - Maintain confidentiality of member information and donations.
  - Work independently and complete tasks in a timely manner.

### Skills – Preferred

- Familiarity with Jewish holidays, calendar, Jewish traditions, and culture.
- Ability to work collaboratively with committee leadership, teams and other groups and congregants.
- Able to represent the Rabbi, staff and congregation in a manner appropriate for a synagogue.

### Experience

- A minimum of two (2) years successful experience in similar or related positions.
- Successful experience interacting and working with the public, customers and/or members.
- Three or more years successful experience supporting executive level personnel or in related positions. (Preferred)

### Education

- High school diploma.
- Post high school training, certificates and/or degrees.
- Bachelor's degree in communications, public relations or related field (Preferred)

### **Location & Hours**

This position will be part of the administrative team of the synagogue and will be based at our Boulder office. Work-at-Home options for some part of the work week may be expected. This is a full-time position with standard working hours Monday through Friday. Working on weekends and evenings may be required occasionally.

### **Compensation & Benefits**

\$45,000-52,000, plus health benefits, long term disability insurance, paid time off.

### **About Congregation Har HaShem?**

Congregation Har HaShem creates meaning in people's lives through Jewish practice. For the full Vision Statement, visit [here](#).

To apply, email your resume and cover letter to [fg@harhashem.org](mailto:fg@harhashem.org).