

Administrative Assistant

Ohr Kodesh Congregation (OKC), a Conservative Synagogue in Chevy Chase, MD is seeking a new full-time Administrative Assistant. The OKC Administrative Assistant is a front office role, supporting the Executive Director and the Facility and Technology Manager. The ideal candidate is someone with a high degree of initiative who is personable, positive, and can manage an array of tasks in a busy environment. This candidate is detail-oriented and works well with others. They are focused on executing tasks with conscientiousness, and they strive for excellence in customer service. They should be efficient, proficient with technology, and possess good people skills. This job includes multiple administrative responsibilities in support of the congregation's overall mission, primarily, to be warm, engaging, and focused on community.

Position Description

- Office Administration and Customer Service

- General member support, including answering phones and welcoming visitors
- Admin tasks such as scanning, copying, printing, making calls
- Data entry, scheduling of vendors
- Invoice reconciliation and submission
- Periodic drafting of letters, outreach, and general troubleshooting
- Ordering office supplies

- Event Planning Support

- Planning and meeting with families who rent our facility for various gatherings
- Working with custodial team on room set-ups and logistics
- Ordering food and rental supplies
- Invoicing and record keeping

- Database (CRM) Management Support

- Updating/entering new member information, managing existing files
- Generating reports
- Providing basic tech support to members

- Project Assistance

- Assisting with management of large events and programs
- High Holiday administration and planning support
- Working with the staff team and Board of Directors in a supportive role
- Attending weekly staff meetings

Desired Qualifications

- Personable, friendly; customer service experience important
- Strong communication and language skills
- Should have the ability to handle multiple, time sensitive deadlines
- Proficiency in Microsoft Office programs, including Word, Excel, Outlook, and PowerPoint; CRM proficiency a plus
- Must be highly organized, detail-oriented, and able to manage timely communications with staff, synagogue members, and diverse constituencies
- Non-profit, membership or synagogue organizational experience is highly desirable
- Knowledge of Hebrew and Jewish holiday cycle a plus

Reports to: Executive Director

In-office hours expected

Salary: \$50K + benefits

Benefits include:

- Medical insurance
- Optional dental and vision insurance
- Short- and Long-Term Disability insurance
- Two weeks paid vacation
- Sick leave
- 8 paid secular holidays and up to 13 Jewish holidays (dependent on Jewish calendar)