

Office and Facilities Manager

Full Time Position

Reports to: Havurah President(s)

JOB SUMMARY:

The Office and Facilities Manager of Havurah Shalom is key to the congregation's administrative functioning. Reporting to the President(s) and working closely with Havurah's other staff, the Office and Facilities Manager provides operational structure to Havurah Shalom staff, programs, and committees. This position is essential to the ongoing operation of Havurah Shalom and plays a key role in meeting the mission of the organization.

Primary Tasks and Responsibilities:

OFFICE ADMINISTRATION

- Has decision-making responsibility for day-to-day operations of the congregation, including assisting in the managing of contract staff, childcare, janitorial, and catering vendors.
- Manages Havurah's CRM software, including website and online calendar
- Provides input during preparation of budget; exercises financial management to ensure office related expenses stay within budget.
- Processes all incoming payments, donations, reimbursements, invoices, and check requests and tracks in appropriate systems.
- Administers payroll and employee benefits programs for all synagogue employees and in compliance with all state and federal employment requirements.
- Oversees/maintains office supplies and equipment; negotiates ongoing supply contracts, maintains list of preferred vendors, exercises fiscal due diligence for purchasing agreements.
- Oversees High Holidays logistics: cultivates volunteers and logistics leadership for all High Holidays events.
- Oversees volunteer office help, including preparation of newsletter mailing & donation acknowledgments. Encourages volunteering in an inclusive and productive way.
- Collects newsletters submissions from staff and community & produces monthly newsletter.
- Performs additional duties as assigned by the President(s).

FACILITIES ADMINISTRATION

- Has responsibility for budgeting for acquisition and replacement of equipment as necessary in conjunction with the finance committee.
- Readies necessary equipment or finds volunteers and vendors to make repairs or other maintenance tasks.
- Oversees building maintenance and repairs.
- Maintains a professional office environment.
- Oversees use and rental of facilities by members and outside groups.
- On-call for alarm company as needed.

QUALIFICATIONS

- Background and experience in office management, including familiarity with basic office equipment use and maintenance.
- Familiarity with contract administration, together with demonstrated experience obtaining and evaluating bids for services and repairs from vendors, contractors and caterers.
- Budget experience; knowledge of Quickbooks.
- Strong organizational skills with ability to fulfill diverse responsibilities and prioritize competing tasks.
- Self-starter with proven ability to work with and be sensitive to a diversity of people, cultures and family structures.
- Excellent communication, team membership, team building and interpersonal skills.
- Knowledge and experience with Microsoft Office Suite (word processing, spreadsheets and database), cloud-based email services for managing email lists and distribution of community information, and website updates.
- Enjoy working with people.
- Ability to work occasional evening hours.

Salary: \$42,000 - \$47,500

Benefits include health insurance, paid vacation, 403b retirement plan.

To apply, please send résumé and cover letter to info@havurahshalom.org. Specify *Office and Facilities Manager* in subject line.

November 2016

Havurah Shalom
Portland's Reconstructionist Community
825 NW 18th Ave.
Portland, OR 97209

