

**Congregation Shaare Emeth
Education Administrator**

BACKGROUND

Established in 1867, Congregation Shaare Emeth is a compassionate and inclusive community that makes Judaism relevant, meaningful and joyful. We accomplish this vision through:

- Living in Community
- Lifelong Jewish Learning
- Acting as Agents of Social Justice and Change
- Living with an Awareness of the Sacred in our Lives
- The Land and People of Israel,
- Acknowledging our Community
- Managing our Resources

Position Summary:

The Education and Youth Administrative Assistant provides administrative support to the Associate Rabbi/Director of Education, Religious School faculty and Youth Group Advisor. Areas of responsibility include Religious School, B'Mitzvah Program, Youth Group Programming & College Connection. The position demands maintaining professionalism and confidentiality in working with faculty and student records.

Essential Responsibilities:

- **Communication Functions**
 - Answering of Education and Youth office phone lines
 - Formatting all education department email communications, including but not limited to: marketing emails for department specific special programming, weekly faculty bulletins and department newsletters
 - Maintain Religious School and Youth Department websites and email lists
- **Registration Functions**
 - Formatting of Religious School and Youth Group registration forms
 - Set up and maintenance of school module and online Religious School registration
 - Create and maintain Religious School class lists
 - Processing and filing of family and student forms
 - Tracking of youth department event registrations and payments
 - Maintain student files (food allergy information/IEPs) and distribute student information to staff as needed
 - Maintain student attendance records
- **Accounting Functions**
 - Create (in conjunction with Director of Education), maintain and track Religious School and Youth Department expense ledger and budget
 - Pay invoices, write check requests and maintain credit card expense records
 - Format faculty contracts and maintain employee timecards

- Work with accounting department to process department's payroll
- Deposit all money from weekly collections and events and maintain financial records
- Reconcile all deposits and programs expenses with accounting department ledgers
- **General Office Functions**
 - Laminating, copying, and material distribution as requested by faculty
 - Oversee administrative needs during Sunday and Midweek School hours
 - Office support during school hours including care/supervision of sick students and school announcements
 - Maintain and track religious school classroom technology (laptops & iPads)
 - Inventory, ordering and organization of office and school supplies
 - Format and maintain program calendars and submit room reservations
- **Administrative support for B'Mitzvah Program**
 - Manage B'Mitzvah Lesson Schedule and Faculty Coverage during the summer months
 - Provide administrative support to the Cantor as needed, including ordering books and supplies
- **Administrative support for special Religious School programming and travel**
 - Assist with communications and preparations for programming, ordering food, and transportation for the annual 6th Grade Retreat
 - Oversee planning and logistics of the 10th Grade L'Taken RAC Conference: booking tickets, helping with planning for travel and on the ground in DC, assisting with correspondence with parents
 - Set up all off-campus field trip logistics for all grades and religious school programs
- **Administrative support for all College Connection Programs**
 - Maintain yearly active contact list
 - Order seasonal gifts & printings
 - Handle all mailing and email communications

Physical Demand and Work Environment:

- Must be available to work full time
- Must be able to work until 6 p.m. on Religious School days, currently Tuesday, Wednesday and 8:30 a.m. – 1:30 p.m. on Sunday's during the Religious School year
- Have transportation and automobile insurance to run work related errands when needed
- Must be able to unload and stock school and office supplies; moderate lifting is required

Education and Experience Required:

- Bachelor's Degree preferred with additional 2-3 years working experience in a related field.

Qualifications & Skills

- Comprehensive knowledge of Microsoft Office; Including: Word, Excel, Outlook and PowerPoint

- Working knowledge of online email marketing systems such as Constant Contact
- Basic accounting and budgeting skills
- Ability to work with data management programs, (formatting, exporting, importing, and manipulating spreadsheets)
- Ability to learn new software and programs as requested
- Ability to maintain an organized work environment (paper and electronic)
- Ability to be flexible with changing priorities and last-minute requests
- Ability to establish and maintain professional working relationships with coworkers and congregants

This is a non-exempt position supervised by the Associate Rabbi/Director of Education

Salary range: \$40,000-\$44,000 plus benefits