

Title: ECC and JEC Administrative Assistant
Department: ECC and JEC
Direct Reports: ECC Director and JEC Director
Indirect Reports: JEC Assistant Directors
Status: Full time/40 hour work week
Job Level/FLSA: Non-Exempt
Effective Date: ASAP

JOB SUMMARY

The Early Childhood Center and Jewish Experience Center Administrative Assistant is a full-time non-exempt position reporting directly to the Early Childhood Center and Jewish Experience Center Directors , and indirectly to the Jewish Experience Center's Assistant Directors. The Administrative Assistant will carry out the duties set forth by the Directors and/or the Assistant Directors and will have the overall responsibility for the efficient administrative support of the Early Childhood Center and Jewish Experience Center office and its programs. The administrative assistant will act as a liaison with the synagogue's administrative staff. The work of the administrative assistant will be done on site at Kehillat Israel. Duties of the administrative assistant will include, but are not limited to, the following.

AREAS OF ACCOUNTABILITY

Office and Program Management:

- Establish and maintain a welcoming atmosphere in the front office.
- Greet parents, caregivers, students, teachers, specialists, and anyone else passing through the school in a positive and helpful manner.
- Keep the front office, including desk, counters, and cabinets, neat, clean and organized.
- Keep all files, electronic as well as paper, organized, up-to-date and in order.
- Keep outgoing ECC and JEC phone messages up-to-date.
- Keep all signage, including teachers' name signs, attendance list and wall signs, directional and informational signs up-to-date and accurate.
- Maintain all student and family information, including the directories, student files, ShulCloud accounts and Mailchimp lists and tagging.
- Work with Directors and Assistant Directors to maintain inventory of office and educational supplies.
- Prepare teacher and classroom materials for the beginning of the school year.
- Maintain orderly supply closets and kitchen cabinets.
- Be responsible for the proper functioning and maintenance of individual and shared office machinery (copier, printer, and computers).
- Communicate and place orders with vendors.
- Make sure emergency procedures and supplies are well displayed in all classrooms.
- Answer phones and take and share messages as needed.
- Communicate with the Program and Events Coordinator to submit and maintain all setups in the calendar.

- Serve as liaison to Balabusta Catering, enrichment organizations, Tumbleweed, Temescal Canyon, American Jewish University/Brandeis Bardin, and other locations where we do off-site programming.

Website, Database and Accounting:

- Format and print letters, documents, forms, and fliers.
- Format and print name tags as needed for special programs.
- Keep up-to-date files of all forms and RSVPs in Shulcloud.
- Work with Directors and Accounting office on all matters related to registration.
- Keep the ECC and JEC website up-to-date and current.
- Keep accurate, up-to-date attendance records.
- Organize, code, and submit to accounting all bills by monthly deadline.

Safety:

- Purchase and distribute first-aid kits, ice packs, and other safety and first aid supplies, as requested by the Directors or Assistant Directors.
- Manage the supply of safety equipment and materials; place orders as necessary.
- Participate in synagogue-wide safety programs.
- Be familiar with synagogue safety procedures, including evacuation procedures.
- Create and maintain emergency binders.

Other:

- Other duties as assigned by the Directors and Assistant Directors.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Bachelor's degree highly desirable (significant experience in a similar setting can substitute for education). Experience as an administrative assistant. Familiarity with synagogue life and previous experience in non-profit settings highly desirable.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Communicate effectively, both orally and in writing, and provide information with clarity, diplomacy, and tact
- Highly developed interpersonal skills: work well with others; interact positively with teachers, parents, students, directors, administrative staff, clergy, custodial staff, congregants, and vendors
- Recognize, respect, and safeguard matters of a confidential nature
- Judaic knowledge and familiarity with non-profit operations highly desirable
- Ability to work independently
- Ability to maintain poise and courtesy under pressure
- Ability to organize, multi-task, perform under pressure, and complete projects with time deadlines
- Familiarity with standard office equipment—including computer, multi-feature telephone, photocopier

- Well-developed keyboarding and computer skills using MS Windows Operating System essential – high functionality using Microsoft Office (Outlook, Word, Excel); Shulcloud or other synagogue management software, Google Suites, desktop publishing tools, ability to learn and use other software programs and packages as necessary

PHYSICAL DEMANDS AND WORKING CONDITIONS

The work environment is highly collaborative and supportive. The physical demands described in the following paragraph are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to stand and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

To apply for this position, please email a cover letter and resume to ecc@ourki.org. Phone and paper applications will not be accepted.

Updated 3/24/2021