

Executive Assistant to the Clergy

Position Summary:

The Executive Assistant works under the general direction of the Rabbi to assist the synagogue's clergy. S/he works independently, provides professional secretarial and administrative assistance to the clergy. This executive assistant will be expected to execute and initiate routine tasks, engage with staff, congregants and the general public on a regular basis, and serve as a gatekeeper for the clergy office. It is essential that the professional who occupies this role appreciate discretion and practice excellent judgment, as s/he is a front-line representative of the congregation and its clergy.

Position Duties and Responsibilities:

- Performs a broad range of administrative details that may be highly confidential and includes correspondence and a high level of proactive management and follow-up.
- Screens telephone calls, greets visitors, answers questions. First point of contact for members, visitors to clergy. Ongoing direct contact with congregants to support a range of family needs.
- Opens and reviews all mail (and email as appropriate) directed to the Rabbi. Composes responses to routine inquiries (i.e. mazel tov, donations), and forwards appropriate items to the clergy.
- First point of contact for lifecycle events planning and coordinating scheduling, providing support, data entry, notifications, etc, sometimes with urgency and priority.
- Collects and assembles data for weekly Shabbat services including the announcements, lists (m'sheberah, honors, etc), special blessings/certificates and Shabbat Pamphlet. Additional prep for other holidays as needed.
- Maintains clergy calendar, regularly planning and scheduling meetings, conferences, teleconferences, and travel.
- Confirms logistics for events (internally and externally).
- Assists the clergy with all levels of teaching/programming, (for religious school, adult learning or as applicable), including planning, communications, tracking, setup and other support.
- Manage content on the Bet Torah website (i.e. post articles, pictures, upload PDFs, download information).
- Manages clergy email posts using Constant Contact or other email marketing software.
- Maintains B'nei Mitzvah schedule from the planning process through the actual Bar or Bat Mitzvah, including scheduling, preparing documents, Shabbat pamphlet and ordering gifts.
- Completes a broad variety of fiscal administrative tasks for the clergy, included but not limited to expense tracking/reimbursement.
- Provides administrative support for Ritual Committee, as needed.
- Provides backup assistance to receptionist and other administrative staff.

- Performs other such duties as assigned from time to time.

Position Qualifications:

- High school diploma or equivalent required, Bachelor's degree preferred.
- At least five years of administrative support, required. Experience providing senior level support, preferred.
- Proficient in Microsoft Office Suite and basic knowledge of WordPress required.
- Experience with a Customer Relationship Management system required.
- Event planning experience preferred.
- Work experience in a synagogue or Jewish organization and knowledge of Jewish rituals, practices and customs preferred.
- Flexible hours required.

Work hours:

Monday – Friday 8am – 4pm, additional hours as needed.

Location:

Mount Kisco, NY

This job description reflects the general nature level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

For questions about the Executive Assistant to the Clergy position, please contact ExecAsstForClergy_JobApply@bettorah.org