CONGREGATION
Mishkan Or
Where Jewish Life Shines Bright

Administrative Coordinator - Limmud

Full job description

Congregation Mishkan Or is excited to announce a professional part-time opportunity for a highly qualified individual to join our community as the Administrative Coordinator - Limmud. Congregation Mishkan Or was established in 2024, following the momentous merger of our two historic Reform Jewish congregations, which combined have over 300 years of rich heritage. With 1850 family units, we are uniquely poised to grow a vibrant and sustainable congregation that honors our past and embraces the future.
In this role, you will work collaboratively with our education staff to support our Jewish Education programs. Mishkan Or is seeking a detail-oriented, organized, and friendly **Limmud Administrative Coordinator** to support our Jewish education program for learners Pre-K through 12th grade. This is a **part-time, 20-25 hours/week** position that plays a vital role in ensuring smooth day-to-day operations for our vibrant Limmud community.

Key Responsibilities:

- Maintain and manage the Limmud registration database
- Make and return phone calls related to Limmud logistics and inquiries
- Collect lesson plans from teachers and ensure classroom supplies are organized and available
- Track teacher attendance and support payroll processing
- Assist with classroom and event set-ups as needed
- Serve as a point of communication for Limmud families and faculty

Qualifications:

- Strong organizational and time-management skills
- Excellent communication and interpersonal skills
- Comfort with technology and database management (experience with ShulCloud or similar platforms a plus)
- Ability to multitask and work in a collaborative team environment
- Passion for Jewish education and building community

Position Details:

- Part-time: 20 hours per week (Sunday morning hours required)
- Friendly, mission-driven work environment
- Position is open and resumes will be considered in the order received

If you’re excited to support meaningful Jewish learning and help create a welcoming, organized experience for our Limmud learners and faculty, we’d love to hear from you!
To apply, please send a resume and brief cover letter to: rkrieger@mishkanor.org

Job Type: Part-time
Pay: $20,000.00 - $25,000.00 per year
Expected hours: 20 – 25 per week

Benefits:

- Employee discount
- Flexible schedule
- Paid time off

Work Location: In person