CONGREGATION
Mishkan Or
Where Jewish Life Shines Bright

Title: Administrative Coordinator

Summary: As the Administrative Coordinator, you will work closely with the Clergy Team, Senior Leadership Team, and other support teams.

Essential Duties:

- Serve as the primary point of contact for internal and external constituencies on all matters about the clergy, providing exemplary customer service, impeccable discretion, and thorough coordination.
- Ensure all materials are accurately and efficiently prepared for clergy in preparation for the Shabbat, Jewish holidays, life cycle events, and other occasions.
- Provide administrative support and manage special projects for the clergy team.
- Manage and coordinate life cycle events, including bris/baby naming, weddings, and funeral/memorial occasions.
- Coordinate pastoral care with clergy to ensure timely and appropriate intake and follow-up with the highest level of confidentiality, discretion, and compassion.
- Coordinate travel arrangements as needed.
- Cross-train in administrative and project support to the membership, operations, communication, worship, learning, and finance functions as needed.
- Perform other duties as assigned.

Responsibilities:

- Provide support for the front desk when needed.
- Order supplies for Clergy and office team.
- Pay invoices and submit receipts to the appropriate department.
- Organize and maintain the digital and hard-copy office filing systems.
- Draft and deliver correspondence, maintain impeccable records, and develop reports and presentations as needed.
- Act as Project Manager for all of the Rabbi's events.
- Provide sophisticated calendar management for clergy, scheduling appointments and prioritizing items.
- Plan and coordinate all family rehearsals with Rabbi and Cantor.
- Send correspondence on behalf of the Clergy or the Temple.
- Maintain eulogies.

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Experience & Qualifications:

- Minimum of 5 years of proven experience as an executive assistant or senior-level administrative support.
- Excellent written and verbal communication skills.
- Willing to handle diverse workloads with a high degree of flexibility.
- A proactive approach to problem-solving with strong decision-making skills.
- Outstanding computer skills and advanced Microsoft Office Suite and G-Suite knowledge, including word processing, spreadsheets, and presentation software.
- Demonstrated ability to treat confidential information with compassion and discretion.

Education:

- High School diploma or equivalent is required.
- Associate's degree in Business Administration or a related field is a plus.

Work Environment: The work environment characteristics described here represent those an employee encounters while performing the essential functions of this job. The noise level in the environment is moderate.

Physical Demands: The physical demands described here represent those that an employee must meet to perform the essential functions of this job successfully. While performing the duties of this job, the employee is frequently required to sit. The employee is occasionally required to walk, stand, reach with arms and hands, and lift up to 15 pounds.

To apply, please send your resume to Jennifer M. Mendelson, Executive Director, at jmendelson@mishkanor.org.