

Congregation Torat Emet

Job Description

Job Title: Office Administrator

Overview: Congregation Torat Emet, a modern Orthodox synagogue in Columbus, OH, 200+ families is seeking an Office Administrator to serve as the primary team-member responsible for implementation and management of administrative, financial, and operational policies of the Board of Directors and for the provision of support services for the clergy, staff, lay leadership, and general membership.

Schedule: Full-time position reporting for regular hours from 8:30 am - 4:30 pm, Monday-Thursday, and 8:30 am - 2:30 pm on Fridays. Occasional weekend and evening commitments required. Competitive salary with full health benefits.

Reports to: Senior Rabbi

Requisite skills

- **Strong interpersonal, organizational, written and verbal communication skills**
- **Ability to work collaboratively with professional staff and lay leadership as part of a cohesive team, yet function independently and be self-directed**
- **Knowledge of, and respect for, Jewish practices, including the Sabbath, holidays, and other calendar events**
- **Good working knowledge of office-type programs and applications, such as:**
 - **Microsoft Office (e.g., Word, Excel, Powerpoint)**
 - **Google apps (e.g., Docs, Sheets, Calendar, Drive)**
 - **Adobe Acrobat**
- **Knowledge of, or ability to learn, programs and applications, such as:**
 - **ShulCloud (Synagogue Management Software)**
 - **Constant Contact**
 - **WhatsApp**
 - **Canva/Adobe Suite**
 - **Video monitoring software**
- **Basic knowledge of finance and bookkeeping**

Duties and Responsibilities

Membership interactions

- **Serve as the primary synagogue contact for congregants contacting the office**

- **Maintain complete and up-to-date membership records**
- **Prepare and send out notices of upcoming mourning anniversaries (yahrzeits)**
- **Coordinate maintenance of website and social media platforms**
- **Coordinate and disseminate publicity for synagogue and community events**
- **Prepare and disseminate weekly synagogue newsletter and other communications as needed, including Congratulations and Condolence notices.**
- **Prepare and disseminate flyers for events and other information**
- **Maintain list of potential volunteers and work with committee chairs to match volunteers with opportunities**
- **Update and distribute potential membership packets**
- **Assist with scheduling lifecycle events and collecting fees**

Calendar and scheduling

- **Implement and maintain synagogue calendars, including**
 - **Internal master calendar**
 - **Holiday schedules**
 - **Outward event and prayer calendars**
- **Work closely with clergy, staff, board, and committees to coordinate and schedule synagogue facility use, including**
 - **Religious services**
 - **Special events**
 - **Lifecycle events**
 - **Visiting scholars**

Financial

- **Manage billing and collection of membership dues, fees and assessments and facility usage fees**
- **Oversee purchase and inventory of office supplies and equipment**
- **Manage vendor relationships, including**
 - **Maintain list of vendors**
 - **Obtain quotes for proposed work**
 - **Verify third party vendors employing personnel on-site have certificates of insurance**
 - **Implement work requests**

- Monitor work progress
- Verify satisfactory job completion prior to authorizing payment
- Verify that insurance policies are received
- Assist in the planning and execution of annual fundraisers
- Prepare and present financial report

Security

- Manage entry to building during working hours
- Prepare monthly Special Duty Officer and security guard requests
- Manage armed security calendar
- Work with the Security Committee to plan security for special events
- Report to and follow-up with Bexley Police and other security personnel regarding any incidents
- Coordinate background checks for new hires

Office administrative functions

- Provide administrative support for clergy, staff, and board leadership
- Create and manage checklists, including
 - Pre-Sabbath and pre-Holiday checklists
 - Pre-event checklists
 - Daily, monthly, and quarterly checklists
- Create and update ongoing lists of issues with notes
- Maintain awareness of and access to synagogue by-laws
- Participation in weekly staff meetings
- Disseminate minutes of Board and Executive Board meetings

The job duties and responsibilities describe the general nature and level of work for the employee in this position; however, this is not intended as an exclusive or all-inclusive inventory of duties required of the employee in this job. Specific details may change and evolve over time.