We are seeking an Administrative Assistant to join our Team! [Congregation Beth Israel](https://www.bethisrael-pdx.org/) is a reform Jewish synagogue serving approximately 850 families in the greater Portland area. We offer a friendly and community-centered work environment.

The administrative assistant role is a part-time, 20-24 hours/week, position located on-site at Congregation Beth Israel’s office. You will perform clerical and administrative functions. The salary for this position is $17-20/hour.

Main Responsibilities

* Act as front desk receptionist fielding calls, answering the door, and welcoming guests as they come in.
* Provide administrative support for Senior Staff and Program Director
* Duties include providing compassionate and resourceful phone support to incoming calls, managing and drafting correspondence, updating member databases, managing donor notifications, creating remembrance notifications, proofreading communications, ordering office supplies, organizing mailings, maintaining an organized and welcoming front lobby, office and copy room, and other miscellaneous tasks.

Qualifications

The ideal candidate is:

* Proficient in Microsoft Suite
* Comfortable speaking on the phone
* Friendly and welcoming
* Detail-oriented
* Highly organized
* Skilled in time management
* Skilled in proofreading and editing
* Experienced in office administration or other related fields
* Comfortable working both independently and as part of a team

This position reports to the CFO. Interview process will include a phone interview, followed by an onsite interview, if relevant. Please send resume to melissa@bethisrael-pdx.org. Include optional cover letter in body of email. Start date immediately.