

# Office Administrator Congregation Beth Israel Portland, OR

## **Part Time Office Administrator- Congregation Beth Israel**

Congregation Beth Israel is a reform Jewish temple and non-profit organization serving approximately 825 families in the greater Portland area.

The Office Administrator role is a flexible 20-27 hours per week position that will take place on the Congregation Beth Israel campus in the alphabet district in Northwest Portland. There will be limited options to work from home as needed.

Pay is \$20-\$25 per hour, depending on experience.

### **Main Responsibilities**

The Office Administrator will act as the first point of contact for most who interact with our office. Their first responsibility is to be warm, welcoming, and able to direct and help congregants with a high level of competence and understanding. They will work with the Program Director and other office team members to support congregants, leadership, and the Admin Team. Tasks will include overall office coverage for phones and doors, as well as support to our finance department.

### **Qualifications**

The ideal candidate is:

- Highly competent in interpersonal and communication skills
- Comfortable working with and welcoming congregants and visitors of all kinds
- Team oriented and excited to work on a team
- Creative thinker and problem solver
- Detail-oriented
- Skilled in time management
- Comfortable working independently
- Comfortable and curious in talking about Jewish traditions and holidays with congregants and staff (being Jewish is not required)

### **Benefits**

- Flexible hours
- Options to work in our modern work space or from home
- Connections to other Jewish and nonprofit organizations
- Warm, encouraging work culture

This position reports to the Program Director. Interview process will include a phone interview, followed by an onsite interview, if relevant. Please send resume to [chelsea@bethisrael-pdx.org](mailto:chelsea@bethisrael-pdx.org). Include optional cover letter in body of email. The position is available to start in July 2023, with a flexible starting date for the right candidate.

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Tasks in the scope of the Office Administrator include but will not be limited to:

Daily:

- Check log and intake daily
- Sort and distribute mail
- Serve as Receptionist which includes greeting, directing outside vendors, answering and screening calls for staff
- Maintain organization and upkeep of waiting area and office supply area

Weekly:

- Managing Visitor schedule
- Manage and download zoom recordings to the public drive
- Create and manage *yahrzeit* (memorial) list weekly
- Managing coverage schedule for the phones/doors
- Weekly tribute and donation management

As needed:

- Assist in administrative functions and serve as support for various departments within the synagogue.
- Other assignments as directed by the Program Director
- Create new member accounts and answer questions from members about accounts
- Manage and maintain office supplies
- Act as coverage for other team members when they are away
- Track event RSVPs
- Manage general voicemail, special messages, and phone schedule
- Occasional opportunities for hours outside of set weekly coverage for events and holidays
- Provide support for Accounting & HR administrator including annual billing, scanning documents, assist with member account cleanup and calls as necessary