

Clergy Assistant and Lifecycle Coordinator Congregation Beth Israel (CBI) Portland, OR

Full Time Clergy Assistant and Lifecycle Coordinator- Congregation Beth Israel

Congregation Beth Israel is a reform Jewish temple and non-profit organization serving approximately 850 families in the greater Portland area.

The Clergy Assistant and Lifecycle Coordinator role is a full time, in office position that will take place on the Congregation Beth Israel campus in the alphabet district of Northwest Portland. We are a warm, and welcoming office with some flexibility around work from home needs.

Pay is \$47,000-\$50,000 annually with 401k match and benefits.

Position Summary

This position will support the Clergy (Senior Rabbi, Senior Cantor, Associate Rabbi, Cantor) and occasionally, the Executive Director and other departments, with business duties. Your responsibilities will include organizing the Clergy's calendars, scheduling meetings, organizing mailings, and communicating with congregants and community members on behalf of the Clergy. Must be flexible and able to manage projects, as well as maintain confidentiality and a high level of service. This position will also support congregant lifecycle events such as death, baby namings, weddings, and B'nei Mitzvah. Technical skills are required, including facility with spreadsheets and databases, experience with Microsoft Office, familiarity with Zoom, and willingness to learn these programs and other programs at a high level of aptitude. Growth in this role looks like taking on additional duties and growing responsibilities. Organization and flexibility are key!

Job responsibilities and scope are subject to change based on the skill set of qualified individuals and the ongoing needs of the institution over time.

The ideal candidate is an enthusiastic team player, eager and comfortable learning new things, and takes a proactive approach in accomplishing their work.

Essential Responsibilities and Duties

- Act as the point of contact between clergy and internal/external clients;
- Screen and direct phone calls and distribute correspondence;
- Screens incoming calls, mail and visitors in a professional, business-like manner; provides information regarding congregation, programs and services within scope of authority; and independently responds to general inquiries, concerns and complaints regarding services or programs or refers to other appropriate individuals;

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- Performs multiple complex and responsible administrative and secretarial support duties simultaneously with fluid priorities and deadlines;
- Manage daily calendar and schedule meetings and appointments for clergy;
- Provide general office and programmatic support (including occasional night or weekend support);
- Manage and maintain cemetery processes, communication, and burials
- Support congregants during lifecycle events including scheduling, answering questions, and connecting them with appropriate staff and support
- Works proactively to anticipate professional responsibilities of the Clergy and to independently determine how to meet those professional responsibilities;
- Recommends alternatives to office systems to improve processes and results; and
- Attends staff and other meetings as required.

Qualifications

Candidates may bring any combination of experience and training that demonstrates the ability to perform the duties of the position. This would typically include:

- 3 or more years of administrative office experience;
- Excellent written and oral communications skills;
- Ability to work collaboratively with other staff;
- Ability to handle requests and queries appropriately
- Ability to maintain appropriate work habits including regular and punctual attendance and maintain a flexible schedule, including occasional evening or weekend correspondence
- Ability to effectively deliver support and scheduling in an online environment using tools such as Microsoft Office and Zoom
- Ability to support office and membership efforts using database tools such as Shulcloud, or a willingness to learn these and other programs.

Physical Requirements of the Position

Duties are primarily performed in an office environment. This position requires visual and auditory acuity within normal limits, and requires the ability to use a computer keyboard for extended periods. Clear verbal communication ability is required.

Benefits

As a Congregation Beth Israel full time employee, you will be part of the CBI benefit package. CBI contributes all or most of your medical insurance premiums at the individual level, depending on which plan you choose. Voluntary plans include Dental. In addition, as a full

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time employee, you will receive a free membership to CBI and a discount for enrolling students in our Early Childhood Center called The Jennie.

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. Include cover letter in body of email. The position is available to start immediately, with a flexible starting date for the right candidate.