

**TEMPLE BETH ISRAEL**  
**Position Description**

**POSITION TITLE: Office Manager**

Full-time, non-exempt

Salary range: \$40k-\$43,500 annually

**Position Summary:** The Office Manager plays an essential role in the functioning of Temple Beth Israel, overseeing many of the synagogue's administrative and operational functions. This position requires a proactive individual who takes initiative and ownership, offers thoughtful suggestions, uses good judgment, and follows through on all aspects of a project. It requires an ability to multi-task effectively while staying focused in a busy environment. Excellent computer skills are a must. A working knowledge of Jewish practice and the rhythms of the Jewish calendar are strongly preferred.

This is a full-time, non-exempt position requiring a minimum of three years' administrative or managerial experience, preferably in a synagogue or other not-for-profit organization. We provide a generous vacation package, paid Jewish and national holidays, family membership to Temple Beth Israel, and the opportunity to work with a vibrant and flourishing community. Must be available for after-hours synagogue events, including some Shabbat and Jewish holidays as well as Sundays during the school year. Occasional remote work is possible, as is a flexible schedule.

**Reporting and Working Relationships:** The Office Manager reports to the Executive Director, functions as part of the synagogue's Administrative Team and collaborates with the clergy, school, and program staff.

**Major Duties and Responsibilities:**

Office

- Serve as the key point of contact for congregants and visitors and main office vendors such as maintenance, mailing supplies, equipment repair.
- Manage accurate membership databases, member files, and mailing lists.
- Inventory and purchase religious supplies, office supplies, and printed materials.
- Support the work of the Executive Director, partnering to implement fundraising activities, volunteer recruitment, membership initiatives, and other important projects.

IT

- Serve as liaison and POC to external IT providers.
- Schedule and supports streaming and sound techs for services and events.
- Develop annual building budget within parameters set by Executive Director and Finance Committee. Monitors expenditures.

Facilities Management

- Supervise Facilities Manager. Provides regular written and verbal instructions for cleaning, maintenance, set up, and special projects.
- Oversee building rentals, building maintenance, repairs, and security of facility.

- Coordinate inspections and annual maintenance for facility systems including alarm, fire, boilers, elevators, and HVAC.
- Responsible for maintaining security system, sound system, AV, and lighting system
- Bid out large jobs to contractors and orders/purchases janitorial supplies.
- Develop annual building budget within parameters set by Executive Director and Finance Committee. Monitors expenditures.
- Work with auxiliaries, renters, and outside groups seeking to rent facilities. Schedules rentals, issues building use agreements, arranges payment, deposits.

May perform additional related duties and responsibilities as directed by the Executive Director.

**Qualifications, Skills and Abilities:**

Extensive administrative experience; detail-oriented with good organizational skills • Ability to hire, supervise, evaluate, and discipline caretaking staff • Experience with a membership database • Strong technology skills including Microsoft Office, Google platform, Wordpress and other online platforms • Strong problem-solving instincts and willingness to get hands dirty • Excellent verbal, written and telephone communication skills • Strong relationship skills with experience in managing members and/or volunteers • Ability to prioritize, manage multiple assignments, and meet deadlines • Able to work independently, but also knows how and when to keep a collaborative team informed about project challenges and progress • Flexibility and a sense of humor • Ability to relate respectfully with people of diverse backgrounds and ages • Experience in the non-profit sector • Knowledge and understanding of Judaism and Jewish communal life strongly preferred • Current valid driver's license

**Working Environment:** Works in an office environment performing administrative work that requires considerable public contact. Uses standard office equipment including a PC, telephone, copy machine. Occasional lifting and moving of heavy items up to 25 lbs. May occasionally work outdoors in inclement weather. Must be able to sit in a room with compact fluorescence or LED lighting. Must be able and willing to engage in simple building maintenance as well as with set-up and clean-up. May occasionally work remotely.

**COVID-19 considerations:** All employees must be vaccinated against COVID. Visit our website to learn about the active safety measures we have employed and our current COVID policies.

**To apply:** Send a current resume and a cover letter outlining your interest and related work experience to [info@tbieugene.org](mailto:info@tbieugene.org). Position is open until filled.

**Start date:** January 2022.