



PARK AVENUE SYNAGOGUE

JOB TITLE:

Program Coordinator

DESCRIPTION OF PARK AVENUE SYNAGOGUE:

Park Avenue Synagogue (PAS) is one of the largest Conservative congregations in North America. Located on Manhattan's Upper East Side, the synagogue includes staff of more than 180 talented individuals, who together with our world-class clergy team, serve a membership of 1,800 households. Our thriving Adult Programming, Penn Family Early Childhood Center, Congregational School, Youth, Teen, and Young Family Education departments provide high quality and inclusive Jewish educational, social, and worship opportunities to our members and the community at large.

DESCRIPTION OF JOB:

The Program Coordinator will provide administrative support to the Director of Congregational Education (DCE) and Education Departments. This position will report to the DCE. The general working hours are 9:00 AM – 5:00 PM Monday through Friday and requires additional work outside of the general working hours including evenings, weekends, high holidays, and other Jewish/Federal holidays as needed. This is an in-person role. Some flexibility may be possible.

RESPONSIBILITIES:

- General administrative tasks, including email correspondence; managing departmental finances; managing scheduling for the Director of Congregational Education; notetaking at meetings; and other general clerical tasks.
- Provide administrative support to the Young Family Department, Camp Keshet, and the High School programs including project planning, scheduling, assisting with supply inventory, supply ordering, and managing finances.
- Update department website pages with programmatic information as well as calendar listings.
- Create room set-ups in EMS for all necessary events and coordinate with the Operations Manager and facility team to ensure that they are executed properly.
- Assist PAS education departments with special programs, training and cross-departmental events.
- Collaborate with clergy, education team staff, and lay leaders to set goals and execute programs.
- Use membership management database to enter data and pull reports.
- Draft language for PAS publications.
- Provide administrative support for the education committees.
- Perform other program and production related duties as requested or assigned by the DCE.



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QUALIFICATIONS:

- A minimum of 2 years' administrative experience with a strong track record of excellent project management, program planning and execution, and administration skills.
- Exceptional attention to detail, appreciation for planning and logistics.
- A customer-service orientation to one's work, and an interest and ability to interface regularly with PAS congregants and stakeholders in a warm and respectful manner.
- Ability to schedule programs, classes, and events.
- Ability to operate within a departmental budget.
- High level of proficiency with Microsoft Office and experience of using databases i.e. Salesforce, EMS etc.
- Ability to multitask, prioritize, with keen attention to detail and proven excellent time management skills.
- Team player with strong interpersonal skills.
- Ability to work some nights, Shabbats, holidays, and Sundays as dictated by the program calendar.
- Strong oral and written communication skills.
- Professional experience in planning Jewish education, camping, Hillel campus, or synagogue setting a plus.

COMPENSATION/BENEFITS:

The salary range for this position is \$55,500 to \$62,500. Salary is commensurate with a number of factors including but not limited to experience, education, and skills. Comprehensive benefit package that includes health insurance, paid time off, flexible spending accounts and much more.

Please send your resume and detailed cover letter to jobs@pasyn.org attention to the Director of Human Resources. Application will not be considered if there is no cover letter. While we wish to acknowledge all applicants, only those selected for an interview will be contacted. Please, no calls.