



PARK AVENUE SYNAGOGUE

JOB TITLE:

Office Manager, Congregational School

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:

We are looking for a passionate self-starter and energetic professional experienced in handling a wide range of administrative duties and be able to work independently. Our ideal candidate is well organized, flexible, and enjoys the administrative challenges of supporting a busy office. This role will report to the Director of Congregational School and partner with relevant stakeholders of the school.

RESPONSIBILITIES:

- In collaboration with the Director of Congregational School, manage all school-wide communications i.e., weekly CS emails, newsletter, website
- Manage the scheduling and implementation of room set ups in companywide scheduling database for classes for the school year
- Coordinate all logistics for Congregational School special events: i.e room bookings, registration, food ordering and AV needs
- Develop and maintain office and workflow procedures ensuring functioning of the Congregational School administrative office; point-person for administrative work
- Financial management of the department budget i.e track and manage department expenses and ensuring all vendors are paid
- Partner with the Director of Congregational School in creating offer letters to part-time educators
- Partner with HR and the Accounting Department regarding part time staff for school-year teachers and High Holiday staff
- Point of contact for all part-time educators related to timesheets, absences, and class substitution
- Oversee school registration system - manages and processes on-going student registrations and applications
- Data management of student records in CRM
- General support during school hours; class attendance, student inquires etc
- All other special project assigned



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QUALIFICATIONS:

- Bachelor's degree in business administration, communications, or a related field preferred
- 3 plus years of work experience in an administrative/office management role
- Must have exceptional attention to detail
- Strong organizational and time management skills, and ability to prioritize
- Must be a self-starter and driven
- Excellent communication and interpersonal skills
- Strong problem-solving skills and analytical abilities
- Must be proficient with Microsoft Office and Google products

SALARY: Starting salary \$60,000. Commensurate with experience. Comprehensive benefit package.

Qualified candidates should submit a brief cover letter and a resume to Zawnia Dehaney, Director of Human Resources at jobs@pasyn.org.

Frequently cited statistics shows that women and underrepresented groups apply to jobs only if they meet 100% of the criteria. Park Avenue Synagogue encourages you to break the statistics and apply.