



PARK AVENUE SYNAGOGUE

JOB TITLE:

Administrative Assistant

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 a staff of more than 160 talented individuals, who together with our world-class clergy team, serve a membership of over 1,800 households. Our thriving Adult Programming, Early Childhood Center, Congregational School, Youth, 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 to hire a passionate, detail-oriented, and logistics-minded individual to join our Adult Education and Programming team. This position reports to the Director of Synagogue Programming and Adult Education and works closely with the Director of Content and Innovation, focusing on implementing a robust portfolio of program offerings. The Administrative Assistant will thrive in a fast-paced and dynamic environment, enjoy working on detail-oriented tasks, and collaborating with the other members of the Adult Education Team, PAS departmental partners, and volunteer leaders.

RESPONSIBILITIES:

- General administrative tasks, including correspondence with members by phone and email, record keeping, and general clerical tasks.
- Managing calendars and scheduling appointments for Director of Synagogue Programming and Adult Education and Director of Content and Innovation
- Manage departmental financial processes including purchasing supplies and tracking receipts, submitting requests for vendor payments, and updating department expense tracking documents
- Assist the program team in logistics for in-person and virtual events, including room bookings, set-ups, and ordering food and supplies
- Assist with day-to-day running of ongoing classes and events, including drafting and sending class/event reminders, assisting with class setups, and supporting Zoom and other virtual learning platforms
- Create and manage event registration forms and input information into the synagogue's database
- Prepare online newsletters, and other communications as needed
- Monitor accuracy of educational programming listings on PAS website and publications and update the website with new program information
- Assist with other tasks as assigned

QUALIFICATIONS:

- Detail-oriented



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- Fluent in Microsoft Word, Excel, Outlook and PowerPoint; additional computer skills, knowledge of Zoom, iContact and Salesforce are a plus
- Capable of managing multiple projects and tasks at one time, and communicating progress of tasks effectively
- A team player with strong interpersonal and customer service skills, including the ability to be warm and welcoming by phone and email
- Able to work in a dynamic environment with changing demands and expectations, and flexible to new tasks
- Resourceful and a self-starter
- Demonstrate good judgment and an ability to discern when discretion is needed
- Open and receptive to ideas and feedback
- Flexibility to work occasional evenings and weekends
- A minimum 3 years administrative or related experience preferred
- Basic knowledge of Jewish holidays and customs a plus
- 4-Year Degree Required

COMPENSATION/BENEFITS - 45,000. A comprehensive benefits package, including health insurance, Health Saving Account, pension plan, life insurance, Flexible Spending Plan, vacation/sick time, and family leave.

Park Avenue Synagogue is the place for you if you want to work with colleagues who are dedicated and motivated and who will support you along the way.

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.