



PARK AVENUE SYNAGOGUE

JOB TITLE:

Executive 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 180 talented individuals, who, together with our world-class clergy team, serve a membership of over 1,800 households. Our thriving Adult Programming, Penn Family 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:

Reporting to the Senior Cantor, the Executive Assistant is a resourceful self-starter who anticipates the needs of the Cantors and the Music Department. In this dynamic, fast-paced, team-oriented work environment, we are looking for a dedicated, hard-working and flexible candidate. The Executive Assistant is responsible for the day-to-day support of the Cantors as well as tasks related to the musical, ritual, and pastoral aspects of the synagogue. **This position requires the individual to work in-person. Park Avenue Synagogue requires all staff to be fully vaccinated for COVID-19. Booster shots are not required at this time.**

RESPONSIBILITIES:

- General administrative support of the Cantors and Music Director: scheduling and maintaining their calendars; answering phones; greeting visitors; correspondence and thank you notes; photocopying and scanning; and coordinating travel
- Manage and track all accounting-related paperwork for the department, including preparing check requests for vendors, musicians, and High Holiday contract positions; reconciling monthly credit card reports; and tracking donations
- Primary point of contact for Cantors' communication needs such as Music Committee members, Torah readers, soloists, Purim Spielers, etc
- Manage RSVPs for the department programs
- Order supplies and food, and coordinate set-ups for the department programs.
- Assist with maintenance of the music page on the PAS website
- Coordinate maintenance of musical equipment
- Coordinate music publications
- Perform other related duties as assigned or required; duties and responsibilities may be added or changed



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SKILLS AND QUALIFICATIONS:

- Detail-oriented and thorough
- Fluent in Microsoft Word, Excel, Outlook, PowerPoint and all major personal calendar software; additional computer skills, knowledge of iContact and Salesforce are a plus
- Capable of managing multiple projects and tasks
- Able to work in a dynamic environment with changing expectations, and open to new things
- Resourceful and a self-starter
- A team player with strong interpersonal and customer service skills, including a warm and welcoming phone personality
- 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 Jewish holidays
- A minimum 5 year's administrative or related experience preferred
- Basic knowledge of Jewish holidays and customs a plus

SALARY RANGE:

\$65,000 - \$75,000, commensurate with experience. 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.