



PARK AVENUE SYNAGOGUE

JOB TITLE:

Receptionist

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 160 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:

We are seeking an experienced individual for the role of Receptionist. Reporting to the Operations Manager, the Receptionist is a warm and welcoming individual who will be responsible for directing and assisting visitors to their designated programs/events, answering inquiries on all related matters, managing the switchboard, and providing administrative support as needed. The Receptionist will thrive in a fast-paced and dynamic environment, enjoy working on detail-oriented tasks, and collaborating with relevant stakeholders. The role is a full-time (non-exempt) and in-person position working Monday through Thursday 9:00 am – 5:00 pm, Friday 9:00 am – 3:00 pm.

RESPONSIBILITIES:

- Manage the switchboard and direct phone calls; retrieve, return and forward voicemails from the reception line.
- Welcome congregants, vendors and staff in a warm and friendly manner and answer any questions visitors may have; provide information about programming using the synagogue website and calendaring system; stay abreast of programming and worship schedules.
- Receives mail, documents, packages, and courier deliveries and delivers or distributes items.
- General administrative tasks, including correspondence with members by phone and email, record keeping, and general clerical tasks.
- Assist with High Holidays, supporting ticket distribution and other related tasks.
- Special projects as assigned.

QUALIFICATIONS/CORE COMPETENCIES:

- Excellent communication skills.



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- Strong interpersonal and customer service skills, including the ability to be warm and welcoming by phone and email.
- 3-5 years' experience working as a Receptionist.
- Fluent in Microsoft Word, Excel, Outlook; additional computer skills. Knowledge of Zoom and Salesforce is a plus.
- Capable of managing multiple tasks at one time and communicating progress of tasks effectively.
- 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.
- Basic knowledge of Jewish holidays and customs a plus but not necessary.
- PAS has adopted a COVID-19 vaccination policy to safeguard the health and well-being of its employees. As a condition of employment, employees are required to be vaccinated. The policy is subject to change due to the evolving circumstances of the pandemic.

COMPENSATION/BENEFITS:

Expected salary range for this position: \$40,000- \$45,000 commensurate with experience and skills. A comprehensive benefits package, including Health Insurance, Health Saving Account, Retirement Plan, Life Insurance, Flexible Spending Plan, Vacation/Sick PTO, and Medical/Family Leave. The above salary range represents the Synagogue's good faith and reasonable estimate of the possible compensation range at the time of posting.

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.