

**JOB TITLE:**

Assistant Director, Administration

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 members and the community at large.

DESCRIPTION OF JOB:

Reporting to the Director of Penn Family Early Childhood Center (ECC), you will be an integral part of the Penn Family Early Childhood Center administrative leadership as it plans and implements strategic initiatives. You must have strong administrative and analytical skills. You will work with leadership to ensure that operations are executed at the highest level. This position is ideal for a Master Educator looking to transition into the role of administrator. This position is full time and exempt from overtime.

RESPONSIBILITIES:

- Support the implementation of the Penn Family Early Childhood Center educational philosophy and help maintain a strong school culture
- Oversee the day-to-day operations of two administrative staff
- Oversee the school's admissions process
- Ensure that students' academic, social, emotional, and physical needs are met
- Work with the Program Director to define and manage the program's budget, implementing operating and cost efficiencies
- Manage the Department of Health process to ensure compliance
- Collaborate with the Program Director to foster a culture of cooperation with ECC and synagogue administration, faculty, staff, lay leaders, and stakeholders
- Collaborate with the Program Director to see the "big picture" and maintain a strategic overview in addressing challenges and planning solutions
- Develop and advocate for solutions
- Serve as a mentor for first- and second-year educators.
- Help the Program Director supervise educators and specialists by observing and providing feedback
- Assist in interviewing prospective educators, specialists, and consultants
- Handle internal and external communications
- Oversee the Afterschool Enrichment Program
- Attend Independent Schools Admissions Association of Greater New York (ISAAGNY) meetings for Early Childhood Administration
- Assist Parent Association Chairs and parent committees

QUALIFICATIONS/CORE COMPETENCIES:

- Bachelor's and Master's degrees in related fields
- 2 or more years experience in Early Childhood Education
- 2 or more years experience with Department of Health operations (preferred)
- 2 or more years experience supervising a staff of at least five.
- Must be able to work independently in a fast-paced environment
- Excellent verbal and written communication skills
- Can-do attitude
- Adaptable, flexible, and fast learner
- Solid interpersonal skills and a desire to collaborate
- Proficient in Microsoft Office, Outlook, Salesforce
- Model and foster a positive and collaborative work environment
- Must be able to work independently in a fast-paced environment
- 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:

The salary for this position is \$80,000, and comes with a comprehensive benefits package, including medical, dental, and vision insurance, a retirement plan, life insurance, vacation/sick time, and family/medical leave.

Qualified candidates should submit a brief cover letter and a resume to jobs@pasyn.org.