

**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 180 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:

We seek a highly organized individual with exceptional follow-through who can easily move across tasks, respond quickly to requests, and manage key administrative functions. The ideal individual will approach the work with humility, thoughtfulness, a willingness to learn and a commitment to excellence. We are looking for someone to bring new ideas and a holistic view of managing processes and workflow. As a key member of the department, the Administrative Assistant will collaborate with a diverse and talented team of professionals across the synagogue. This position is full-time and non-exempt, which entitles you to overtime. Your work schedule may vary based on programmatic needs. Also, this is an in-person position.

RESPONSIBILITIES:

- Manage departmental financial processes including purchasing supplies and tracking receipts, submitting requests for vendor payments, and updating department expense tracking documents.
- Manage the preparation of set up and booking details in the scheduling management system (EMS).
- Collaborate with facilities to address events and programs set up and booking issues as needed.
- Managing calendars and scheduling appointments and meetings as needed.
- Create and manage event registration forms.
- Prepare online newsletters, and other communications as needed.
- Monitor accuracy of programming listings on PAS website and publications and update the website with new program information.
- Assist with the day-to-day running of ongoing classes and events, assisting with printing of materials, assembling packets, and supporting zoom and other virtual learning platforms as needed.
- Assist with the ordering of office, school and programs supplies. Order food and snacks for classes, programs, and events as needed.
- Special projects as assigned.

QUALIFICATIONS/CORE COMPETENCIES:

- Bachelor's degree required and minimum 2 years related experience.
- Fluent in Microsoft Word, Excel, Outlook, and PowerPoint; additional computer skills knowledge of Zoom, iContact and Salesforce are a plus.
- Flexibility, with ability to work as part of a team.
- Open and receptive to ideas and feedback.
- Ability to prioritize and meet deadlines while working in a fast-paced environment.
- Ability to work well with cross organizationally and with various stake holders.
- Excellent interpersonal communication and writing skills.
- Ability to work some nights and weekends, provide support during the High Holy Days, and attend events, or meetings, as necessary. Schedule may be flexible to accommodate the aforementioned.

COMPENSATION/BENEFITS:

The salary for this position is \$50,000 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.