



451 Esplanade ☆ Pelham Manor, NY ☆ 10803

(914) 738-6008 ☆ www.thepjc.org

<u>Position Title:</u>	<i>Office Manager & Administrator</i>
<u>Reports To:</u>	<i>Pelham Jewish Center Board President and Treasurer (& Rabbi – Supervisory)</i>

The Office Manager & Administrator provides overall administrative and logistical support to the PJC staff and members of the Board of Directors. This individual ensures that the synagogue is managed efficiently, that projects are completed in a timely and cost-efficient manner and that the needs and concerns of our membership are addressed and resolved promptly.

Duties and Responsibilities:

Administrative/Office Management:

- Manage the Rabbi's daily calendar, including the scheduling/rescheduling of appointments.
- Compile thank you and acknowledgement letters for the Rabbi's signature, both for general PJC donations, as well as contributions made to the Rabbi's Discretionary Fund.
- Prepare and send monthly *yahrzeit* letters in a timely manner.
- Ensure monthly Board Meetings and all PJC activities, events and programs are included on the synagogue calendar(s).
- Prepare the weekly list of *Yahrzeit* observances, the current *Misheberach* list, and a summary of *Weekly Announcements* to be shared during *Shabbat* services.
- Receive and review incoming U.S. mail, packages, email and phone messages, and convey information to the appropriate Staff/Board member, as warranted.
- Work with PJC Caretaker to ensure all necessary arrangements for *Shabbat* and Special Events are addressed.
- Manage onsite vendor appointments.
- Accept Learning Center registrations, submit information to Kesef for financial accounting/billing and establish class list and attendance reports for faculty.
- Set up a monthly wall calendar in the PJC office of all scheduled programs/events for PJC Caretaker reference.
- Support *Shabbat* dinners when scheduled, including managing RSVPs, ordering food and ensuring proper set up is planned for by PJC Caretaker.
- Manage in-bound new-member calls and information requests.

Communications:

- Create publicity flyers and communications. Manage the access of information – both internal and external – on the communications board, foyer table and PJC website.
- Post *Weekly Announcements* on the PJC website, and mail hard copies to members identified as not using electronic mail.
- Update the tributes & donations sections of *HaKol*, the monthly newsletter, and serve as “editor/proof-reader” prior to finalizing for release.
- On an ongoing basis, review the PJC website (all pages) to update outdated information/material.
- Keep member, supplier, prospect, and community contact databases up to date.

Billing:

- Liaison with the PJC accounting firm – Kesef – to ensure that financial records are accurate, invoices are distributed monthly and members' questions are resolved in an efficient and expedient manner.
- Receive, review and prepare monthly credit card reconciliation.
- Maintain accurate financial records.
- Ensure that incoming checks are sent to Kesef for deposit weekly.
- Administer the Rabbi's Discretionary Fund, including keeping accurate records of donations and expenditures and reconciling monthly bank statements.

Recommended Qualifications:

- Bachelor's degree or at least five years of office experience
- Proven project management skills
- Strong work ethic, with the ability to multitask and prioritize projects
- Professional demeanor, with the capacity to act with discretion/confidentiality
- Self-starter, able to think "outside the box" and troubleshoot with minimal direction
- Proficiency with Google G-suite platform programs, and with other online software programs
- Experience with ShulCloud is a plus
- Excellent typing, editing and proofreading skills
- Comfortable collaborating with and relating to individuals of varying ages, cultures and socio-economic backgrounds
- Familiarity with Jewish tradition is a plus

Hours:

- Flexible 35-40 hour work week. The office manager must be in the office until 6:30pm on Tuesdays and Thursdays during the school year.
 - Friday closing will fluctuate, based on the start of *Shabbat*.
 - The office is closed for all U.S. Federal and Jewish Holidays
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