

Position Title: Administrative and Intake Associate

Organization: Beth Din of America

Location: New York City (4 days a week in office)

About Us:

The Beth Din of America (www.bethdin.org) is the most active rabbinical court in North America. We oversee and administer Jewish divorces, adjudicate commercial, communal, and family disputes, and render halachic (Jewish law) determinations regarding personal status. Affiliated with the Rabbinical Council of America and supported by the Orthodox Union, the Beth Din is committed to providing a forum for dispute resolution rooted in halacha, integrity, and sensitivity to those we serve.

Position Overview:

The Beth Din of America is seeking a highly organized, empathetic, and detail-oriented individual to join our team as a key administrative staff member. This role involves both public-facing responsibilities and behind-the-scenes operational management, serving as an essential point of contact for community members and ensuring the smooth coordination of the Beth Din's caseload.

Key Responsibilities:

- Serve as the primary contact for individuals inquiring about gittin, providing information, guidance, and empathetic support throughout the process.
- Respond to inquiries about other Beth Din services, including dinei torah (arbitration cases), halachic status determinations, and the halachic prenuptial agreement.
- Manage the Beth Din's busy scheduling calendar for gittin and dinei torah proceedings, coordinating appointments among attorneys, litigants, dayanim (rabbinic judges), and other involved parties.
- Oversee billing processes, track payments, and maintain accurate financial records.
- Support additional administrative projects and operational needs as assigned.
- Help springboard new initiatives.

Qualifications:

- A strong identification with the mission of the Beth Din of America and a commitment to upholding halachic values while serving the community with dignity and care.

- Excellent written and verbal communication skills.
- Outstanding organizational abilities and attention to detail.
- Strong interpersonal skills, with the ability to provide compassionate support and collaborate effectively with a wide range of individuals.
- Initiative, problem-solving skills, and the ability to manage multiple responsibilities in a dynamic environment.
- Proficiency with Google Workspace (Docs, Sheets, Forms, Gmail) required. Experience with social media platforms, WordPress, QuickBooks, or CRM/case management systems is a plus.

Position Details:

- Remote work on Fridays (9:00 AM – 1:30 PM during winter months), with the potential for one additional remote workday per week.
- Closed for all legal and Jewish holidays (including Chol Hamoed).

Salary and Benefits:

The salary for this position is \$55,000-\$70,000 annually, commensurate with experience + benefits.

Send resumes to:

info@bethdin.org