

Synagogue Administrator

Temple Israel of Wilkes Barre, 613 SJ Strauss Lane, Kingston, PA 18704

Contact: careers@templewb.org

Temple Israel, located in Northeastern Pennsylvania, is a thriving 300-member unit Conservative egalitarian congregation established nearly a century ago is seeking a Synagogue Administrator. This warm congregation offers religious services every day of the year and a religious school. The Synagogue Administrator will work closely with Clergy, Executive Officers and Board of Directors, School Board Officers, front office assistant, bookkeeper, maintenance person and volunteer leadership to ensure successful day-to-day operations of the organization and facility. Knowledge of Jewish practice is required.

The Synagogue Administrator's work focuses on:

Day-to-Day Operations

Supervising office administrative assistant, bookkeeper and maintenance person.

Maintaining personnel files, delegating tasks, recruitment, hiring and firing; and overseeing payroll and work schedules.

Maintaining synagogue calendar, coordinating and supporting events in partnership with committee chairs and volunteer leadership, including but not limited to High Holiday and Shabbat services, annual meeting w/ dinner event, chesed and social action initiatives.

Overseeing synagogue public relations, publications and communications, including weekly E-news and monthly printed synagogue newsletters, website and social media exposure, and mail and email communication.

*Knowledge of Constant Contact a plus.

Implementing synagogue policies and procedures.

Coordinating security, emergency and disaster plans.

Maintaining synagogue records, including minutes, bulletins, photos, etc.

Membership Relations & Development

More Detail:

Interface with current membership to implement synagogue programming, including life cycle events. Work with the Congregational Engagement leadership to support their efforts. Promote the synagogue to prospective members in the community. Manage membership data. Oversee fiscal matters and collection of dues, fees, accounts receivable and to ensure all payables are approved and appropriate. Prepare and manage the budget and endowment spending with the Budget & Endowment Committee. Manage all synagogue purchases in compliance with the budget. Work with the Board of Directors to implement nominations and fundraising. Oversee office/administrative staff responsible for member account bookkeeping including dues and donation billing, as well as sending donation acknowledgements and yahrzeit notices. Ensure compliance with all leases and contracts. Oversee funeral arrangements and handle sale and record -keeping of cemetery plots. Be present as needed at Executive Committee and Board meetings, new members' events when necessary.