

Job Title	Educational and Pastoral/Lifecycle Administrative Assistant
Reports To	Assistant Rabbi
Directly Supervises	N/A
Employment Status	Full-time, Hybrid
Date	Immediately, May 2024

The Role:

Reporting to the Assistant Rabbi and working closely with the entire clergy team and lay leadership, the Educational and Pastoral/Lifecycle Assistant is responsible for managing the [Limmud program](#) for families with children at CBST.

The mission of our Limmud program is to support children and families to embrace Jewish learning and LGBTQ+ values as part of their everyday lives. The program includes Alef-Bet Shabbat (pre-K), Limmud b'Shabbat (K-6), Teen Track (post B*Mitzvah), and educational programming for 7-10 holidays. In a supportive environment that includes clergy, this role will create the infrastructure and team with which to build up a successful Families with Children Shul experience.

This role requires you to be present regularly at the office three days a week and on Saturday morning twice monthly from 9:00am- 2:00pm (5hrs). The remaining hours could be worked remotely.

Key Responsibilities:

- Manage day-to-day operations of CBST’s Limmud programs, including outreach and recruitment, registration, rosters, student attendance, logistics, and communicating with families.
- Liaise and administer Limmud teachers including payroll, managing meetings, overseeing schedules.
- Partner with Assistant Rabbi to create and maintain calendar of events for CBST’s families with children, and build informal education opportunities like retreat days, camps, field trips, and service projects.
- Maintain calendar of assistant rabbi for pastoral and lifecycle requests
- Administer lifecycles for the whole family including baby namings, circumcisions, b*mitzvahs, weddings, funerals, and conversions from the initial request and calendaring through to execution, materials, and follow-up.
- Assist with pastoral work including answering the pastoral phone line during business hours and maintaining records in Salesforce
- Network with professional colleagues from other synagogues, camps and Jewish and LGBTQ organizations to share best practices and resources

Qualifications:

- Strong technical skills: Salesforce, Constant Contact, Microsoft Suite, and Zoom
- Knowledge of Jewish traditions, calendar, text, culture, and Hebrew language
- LGBTQ cultural competency with regards to gender, sexual orientation, and history

Core Competencies:

- Attention to Detail - consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or outstanding items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.
- Self-Development - sets appropriate personal work objectives, measures own progress identifies personal gaps in knowledge, understanding and skill; seeks regular feedback on performance; knows personal strengths and weaknesses, is sensitive to changing personal organizational requirements and changes accordingly.
- Time Management - is able and willing to focus time on tasks that contribute to organizational goals; uses time effectively and efficiently; values time and respects the time of others; concentrates their efforts on the most important priorities; can appropriately balance priorities.
- Written Communication - is able to write clearly and succinctly; employs correct grammar, punctuation, and patterns of speech; clearly delivers message in tone appropriate to the context.
- Helping Orientation - demonstrates concern for others attend to the needs of the congregation's internal and external constituents; projects a sense of empathy and understanding when dealing with members and friends of the congregation; is able and willing to supply answers and resources that other find satisfying.

Salary: \$60,000- \$70,000, commensurate with experience

Benefits: Paid vacation, sick leave, parental leave, medical insurance, hybrid work schedule

To Apply: Send resume to: children@cbst.org

About CBST:

Congregation Beit Simchat Torah (CBST) is a vibrant spiritual community and a progressive voice within Judaism. Founded in 1973, CBST welcomes gay men, lesbians, bisexuals, transgender, queer, and straight individuals and families. Passionate, provocative, and deeply Jewish, CBST champions a Judaism that rejoices in diversity, denounces social injustice wherever it exists, and strives for human rights for all people.

Our Congregation benefits from clergy, rabbinical and cantorial interns from the Reconstructionist, Conservative, and Reform movements of Judaism. Our administrative staff and lay leaders bring a diversity of backgrounds, expertise, and experience to the community. Together, we take pride in our work and in the strong community we lead, learn with, and support. Apply now and become part of our mission-driven and vibrant community.