

Job Title	Executive Assistant
Reports To	Executive Director
Directly Supervises	N/A
Employment Status	Temp to Perm, Full-time- Hybrid (June- October)
Date	Immediately
Position Location and Schedule	Hybrid – three days in-office, two days remote. Some event staffing may be required with compensation time given.

The Role:

Reporting to the Executive Director and working closely with Senior and lay leadership, the Executive Assistant of Administration is responsible for managing the day-to-day smooth operations of the administrative team and directly support the work of the Synagogue and Executive Director.

The position is initially offered on a temporary basis of four months with the potential to transition into a permanent role based on performance and business needs.

Key Responsibilities:

- Manage day-to-day administrative operations of CBST including mail, office management, supply ordering, and staff meetings.
- Liaise with and provide support to a 17-person Board of Directors
- Maintain files, agendas, meeting minutes, and communications with key players as needed
- Support the Operations team on event coordination, catering, florals, etc. for holidays and congregational events
- Partner with key administrative colleagues to oversee and maintain CBST’s busy internal calendar of holidays, events, and programs.
- Maintain administration sections of CBST’s website
- Meeting and event coordination, documentation, and logistical planning
- Assist with hiring including posting jobs, screening candidates, setting up interviews & meetings, and other tasks as needed.

Qualifications:

- 1-3 years of professional administrative experience in an office or synagogue setting. Board and leadership support a plus.
- Strong technical skills: Microsoft Suite, Salesforce, and WordPress
- Experience in general Human Resources support desired
- Jewish knowledge, basic understanding of the Jewish calendar and terminology
- 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.

- 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.
- Team Player- excellent interpersonal skills and the ability to work well in a team environment

Salary: \$30/hr

Benefits: Hybrid work schedule. Sick time will be accrued during the temporary employment period. Contingent on successful transition to permanent employment status starting in November, paid vacation, parental leave, medical insurance, and other benefits will be offered..

To Apply: Please send cover letter and resume to: careers@cbst.org

About CBST:

Congregation Beit Simchat Torah is a spiritual home for people of all sexual orientations and gender identities. Passionate, provocative, and deeply Jewish, our community engages in spirited debate and activism: rejoicing in diversity, denouncing social injustice wherever it exists, and striving for civil rights for all people.

Our Congregation benefits from clergy, rabbinical and cantorial interns from the Reconstructionist, Conservative, Orthodox, and Reform movements of Judaism. Our 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.

CBST is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.