



Job Title: Administrative Assistant

Reports To: Chief Operating Officer

Job Title	Administrative Assistant
Reports To	Chief Operating Officer
Directly Supervises	N/A
Employment Status	Non-Exempt/Full Time
Date	January 15, 2025
Benefits	CBST offers a comprehensive and competitive benefits package
Physical Requirements	Employee will need to lift, bend, occasionally set up and break down events, and other tasks which may require standing, walking, crouching, and carrying supplies.

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.

SUMMARY

The Administrative Assistant will be responsible for providing organizational support, coordinating events, maintaining key administrative processes, and performing basic finance functions. Reporting to the Chief Operating Officer (COO), the Assistant will work closely with the Director of Operations, collaborate with the Board of Directors and Finance Team, and contribute to the overall success of the synagogue’s day-to-day operations.

KEY RESPONSIBILITIES

1. Administrative & Board Support

- Provide general office support (ordering supplies, managing office clean-outs).

- Maintain the synagogue calendar; manage event staffing scheduling; manage meeting schedules.
- Prepare materials and logistics for all Board and committee meetings.
- Ensure accurate recordkeeping in Salesforce CRM (attendance, committees, taskforces).
- Support internal events (staff meetings, celebrations, holiday observances, etc.) and assist with internal communications.
- Additional tasks may be assigned at the direction of the COO.

2. Finance & Operations

- Reconcile revenues between Salesforce (or similar CRM) and financial records.
- Assist the Finance Team with revenue tracking, reporting, and credit card reconciliations.
- Coordinate weekly Shabbat Oneg and Kiddush orders, plus logistics for holidays and special events (e.g., Congregational Seder, PRIDE, High Holidays).
- Arrange catering, supplies, and on-site support for major services and programs (B*Mitzvahs, Purim, Passover, concerts, and others).

3. Human Resources Support

- Liaise with CBST's Professional Employer Organization (PEO) for handbook updates, compliance, and trainings.
- Maintain certain HR records; support onboarding/offboarding under direction of the COO and Director of Finance and Administration.

QUALIFICATIONS

- Education: High School Diploma or GED required; Bachelor's degree preferred.
- Experience: 1–2 years in an administrative support role (office coordination, scheduling, clerical tasks). Experience with HR administration is a plus.
- Technical: Familiarity with Salesforce (or similar CRM) and basic finance functions (e.g., reconciliations) preferred.
- Skills: Strong organizational, communication, and event-planning abilities; ability to handle sensitive information with discretion.
- Cultural Competence: Familiarity with Jewish content/calendar a plus; commitment to LGBTQ+ inclusion and other intersectional identities.
- Availability: This position requires availability to work during some evenings, weekends, and Jewish holidays, particularly during major synagogue events (such as the High Holy Days)

- Location: This hybrid position requires working on site at CBST's building in Manhattan's north Chelsea Neighborhood (West 30 Street, between 6 and 7 Avenues) at least 3 days a week in person (currently Tuesdays, Wednesdays, and Fridays)

Salary: \$50,000 - \$55,000, commensurate with experience

Paid time off: In the first year of employment, employees are eligible for approximately a combined 40 days of vacation, holiday, and sick leave (10 vacation days, 25 paid holidays, 5 sick days per year). Additional vacation days accrue according to years worked.

Medical and other benefits: Employees are eligible to participate in a range of medical, dental and vision insurance plans with CBST covering all or most of the cost for employees; 403b plan; flexible spending account; commuter benefits; family leave; opportunities for ongoing professional development; and other benefits available to full time employees.

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

Equal Opportunity Employment:

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.