

Temple Emanu-El Job Description

Job Title: Clergy Executive Assistant

Department: Clergy

Reports to: Rabbis Michael Lewis & Kimberly Herzog Cohen

Status: Fulltime, 9AM to 5PM

ABOUT TEMPLE EMANU-EL:

One of the largest Reform Jewish congregations in the country, Temple Emanu-El is a vibrant, welcoming community where innovation and tradition work hand in hand. Serving over 2,500 families, Temple offers meaningful worship, lifelong learning, life-cycle celebrations, and impactful social justice initiatives throughout the year.

Located on an 18-acre campus, Temple Emanu-El is home to a nationally recognized Early Childhood Education Center serving 300 students each weekday, as well as the Steinberg Center for Learning, which welcomes more than 650 religious school students weekly. Together, these programs and schools reflect Temple's commitment to inspiring learning, connection, curiosity, and community for all who enter our doors.

SUMMARY DESCRIPTION

The Executive Assistant to the Associate Rabbis is a trusted partner, responsible for administrative and logistical support, and advance planning related to all elements of the Rabbis' portfolios. The Executive Assistant ensures that Temple members receive attentive care and communication and upholds confidentiality in all aspects of the role.

KEY RESPONSIBILITIES

1. Administrative Support: Provide comprehensive administrative assistance to clergy, ensuring smooth weekly operations and facilitating the coordination of worship services and lifecycles.

- Manage expense reimbursements and donations, maintain electronic and paper files, provide support for varied professional projects and presentations.

2. Lifecycle Event Coordination: Organize and oversee lifecycle events, such as weddings, funerals, conversions, and baby namings, ensuring all details are handled with professionalism and attention to the needs of the members and their families.

- Ensure appropriate Temple space is reserved and set up as needed for meetings and events.

3. Calendar & Schedule Management: Coordinate clergy calendars, ensuring timely scheduling of appointments, services, and meetings. Maintain accurate records of all scheduled events and responsibilities.

4. Member Care & Communication: Greet visitors and members in a friendly and welcoming manner. Respond to inquiries promptly via phone, email, and in-person, providing assistance as needed.

5. Confidential Records Management: Maintain sensitive member information with the highest level of confidentiality, adhering to privacy policies and ethical standards.

6. Other Duties as Assigned: Support other clergy team members as necessary. Perform other duties as requested by the Associate Rabbis or Executive Director.

QUALIFICATIONS AND SKILLS

- Excellent communication and interpersonal skills.
- Proven experience in administrative support. Prior experience within a religious or community-based organization is a plus.
- Strong organizational skills, with the ability to work on a variety of projects simultaneously and manage multiple tasks and deadlines effectively.
- Proficiency with Microsoft Office, and experience with database entry and management
- Ability to maintain confidentiality and show discretion with sensitive matters
- Ability to work cooperatively and collaboratively with fellow staff members, and compassionately provide support to congregants