

Registrar and Office Manager for Center for Jewish Learning

Job Title: Center for Jewish Learning Registrar and Office Manager

Department: Education and Engagement

Reports to: Director of Center for Jewish Learning

SUMMARY DESCRIPTION

Temple Emanu-El is a place of sacred encounter, where learning, prayer and deeds transform our understanding of ourselves, our world and our responsibilities in it. As part of our Karla & Larry Steinberg Center for Jewish Learning (CJL) team, the CJL Registrar plays a vital role in ensuring the smooth, organized and efficient functioning of our educational programs. This role is essential to creating an organized, responsive and welcoming experience for students, families, and faculty.

We are seeking a highly organized, detail-oriented, and service-driven professional to support the operational and administrative needs of the CJL. This position oversees student registration and database management, coordinates Hebrew program logistics, manages substitute teachers and ensures that the day-to-day systems of the CJL run smoothly and efficiently. The Registrar works closely with CJL leadership, faculty, families and Temple staff to support a positive and well-coordinated experience for all. This role serves as the operational backbone of the CJL, ensuring that systems, logistics and communication support a high-quality educational experience.

PROFESSIONAL REQUIREMENTS AND SKILLS

- Bachelor's degree or equivalent experience preferred
- Strong organizational and administrative skills with exceptional attention to detail
- Excellent written and verbal communication skills
- Strong customer service orientation and ability to work with families and staff
- Ability to manage multiple priorities and systems simultaneously
- Experience with databases and/or CRM systems preferred
- Financial tracking or administrative experience preferred
- Proficiency in Microsoft Office (Word, Excel, Outlook, Teams) and comfort with digital systems

KEY RESPONSIBILITIES

CJL REGISTRATION AND DATABASE MANAGEMENT.

- Manage all aspects of CJL student registration and enrollment, including class placement, scheduling and enrollment tracking across programs
- Maintain accurate and up-to-date student and family records in the FACTS database
- Create class lists, directories and reports for faculty and staff
- Partner with families to troubleshoot registration, placement and scheduling questions
- Collaborate with accounting to support billing, collections and financial processes
- Communicate class placements and updates to families and faculty
- Manage and track attendance by communicating with faculty and ensuring the database is updated regularly

HEBREW PROGRAM ADMINISTRATIVE SUPPORT.

- Coordinate logistics for the Hebrew program, including scheduling, placement, facility rentals and communication
- Support Hebrew faculty with materials, rosters and administrative needs
- Ensure consistency, clarity, and accuracy across Hebrew program systems and records

CJL RELIGIOUS SCHOOL OPERATIONS

- Develop and maintain weekly planning documents including the At-A-Glance and detailed schedules
- Coordinate room and building set-ups for Sunday and weekday programming and communicate needs clearly with the hospitality team
- Support event logistics in partnership with CJL staff and Temple's hospitality team
- Coordinate faculty absences and manage substitute teachers for CJL programs
- Maintain substitute pool and ensure appropriate coverage across grade levels
- Support hiring, onboarding, and payroll logistics for CJL faculty and substitutes
- Order and set up food for all CJL programs, including Sunday morning bagels and snacks
- Ensure that all operational elements of CJL programs are prepared, communicated and executed effectively

OFFICE MANAGEMENT AND ADMINISTRATIVE SUPPORT

- Serve as a central point of contact for CJL operations, supporting families, faculty and staff
- Coordinate teacher materials and folders, ensuring they are prepared and updated weekly for Sunday mornings
- Support reporting, data tracking and administrative projects as needed
- Maintain and organize CJL storage areas throughout the building
- Contribute to a well-organized, efficient and responsive CJL office environment

GENERAL INFORMATION ABOUT EDUCATION & ENGAGEMENT TEAM MEMBERS:

The work of education and engagement is at the heart of Temple Emanu-El's mission. We strive to foster meaningful connections — among congregants, within families, and between individuals and the broader Jewish community. Our core values of Prayer, Learning, Israel, Social Justice and Community shape our work. Team members support one another, collaborate across departments and cultivate a welcoming, vibrant synagogue experience.

ENGAGEMENT & EDUCATION TEAM MEMBERS SHARE RESPONSIBILITY FOR:

LEADERSHIP & RELATIONSHIP CULTIVATION

- Communicate and interact regularly with other teams and a wide array of members to build relationships and engage individuals in congregational life and leadership responsibilities.
- Coordinate with lay leaders, clergy and staff to set goals in your areas of responsibility and translate them into action.
- Help identify, engage and cultivate the next generation of Temple leaders.

WEBSITE & COMMUNICATIONS

- Utilize Temple and community communication and marketing tools to maximize access to Temple programming, including coordination with partner organizations.
- Maintain engagement opportunities and other pertinent information on the Temple website.

ABOUT TEMPLE EMANU-EL

Temple Emanu-El is a vibrant Reform congregation in Dallas, Texas, serving more than 2,500 households. The Center for Jewish Learning (CJL) is our supplemental education program, reaching over 600 students in grades K–12. Temple Emanu-El is committed to joyful Jewish learning, deep relationship-building, and social responsibility.