

## SEARCH FOR YIGC – Office Manager - May 2017

### Position summary:

We are currently looking for a Part Time Office Manager to manage our synagogue office operations. This role is at the heart of our shul: responsible for overseeing the administration, programs and financial workings of our synagogue. Other key duties include fundraising, marketing, liaising with shul-related partners and community outreach. The position reports directly to YICG's President.

### Responsibilities:

- Manages the daily operation of the office such as calendars, Aliyah lists, and logistical support for programming or rituals, routine building inspections post-events, handling incoming email, phone or mail, attending board meetings.
- Community relations – Ensuring a strong brand with members and prospective members and the Jewish community at large by fielding phone inquiries, following up on issues, resolving sensitive situations, assisting with scheduling of events, providing and receiving feedback to board or Rabbi.
- Communications to membership via all channels – i.e., bulletin, phone tree, website or social media.
- Office management
- Provides clerical support to the Rabbi
- Building operations – ensuring the synagogue building remains in good repair by coordinating proactively with vendors, community volunteers, negotiating contracts, supervising work completion and processing payment in a timely manner. Proactively plans for seasonal and routine maintenance.
- As needed: Volunteer coordination - for special projects or areas outside of expertise (e.g., building a sukkah, Kiddush preparation, small repairs). Over time will develop relationships necessary to identify or solicit volunteers.
- Fundraising skills a plus

### Requirements:

- Outstanding customer service orientation and people skills; listening skills, diplomacy, charisma, sense of caring. Discretion handling confidential or sensitive information.

- Technical skills: proficiency with Word, excel, email blast software. Quickbooks experience a plus, but if none, a willingness to learn. Website maintenance, Building systems software such as lighting and security.
- Excellent written and verbal skills in order to process bulletins, website or other communications. Must be articulate and well spoken.
- Financial skills – familiarity with basic financial statements
- Fundraising and outreach: professional phone skills. Must be willing to call members, vendors and proactively address issues. Assist in fundraising campaigns via phone or mail.
- Management and supervisory skills – supervises office or facility staff. Ability to manage multiple projects simultaneously. Tenacious, persistent, driven. Follows up and follows through, proactive.
- Membership cultivation- warmly welcomes new potential members, ensures current members are treated with respect and creates an atmosphere through your daily work that leads to retention.
- Leadership skills- ability to “make things happen” removing barriers, influencing without authority, building consensus, reliability, entrepreneurial, self-managed, on time and flexible
- Experience with Jewish Orthodox rituals.

Interested individuals should submit resumes to [President@YIGC.org](mailto:President@YIGC.org).