

Temple Emanu-El Job Description

Job Title:	Administrative Assistant
Department:	Clergy
Reports to:	Associate Rabbi
Hours:	Full-time, 9AM-5PM

POSITION SUMMARY

The Administrative Assistant to the Associate Rabbi is a trusted partner, responsible for all administrative support and advance planning related to life-cycle events, worship services, and pastoral care appointments for the rabbi, and supports the rabbi's leadership of Temple activities and communal projects. This Administrative Assistant is responsible for the various projects that support the mourners of our congregation.

PROFESSIONAL REQUIREMENTS AND SKILLS

- Excellent communication and interpersonal skills
- Ability to work on a variety of projects simultaneously and manage deadlines
- 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
- Experience demonstrating initiative and strong organizational skills

GENERAL DUTIES

- Manage scheduling of all appointments, answer phones, email correspondence, expense reimbursements and donations, maintain electronic and paper files, provide support for varied professional projects and presentations. Assist in event planning coordination. Ensure appropriate Temple space is reserved and set up as needed for meetings and events. Support Associate Rabbi with materials related to teaching responsibilities.
- Work with the Associate Rabbi and congregants on scheduling life-cycle events, making the necessary arrangements, providing materials and communicating with staff and congregation as needed. Support other clergy team members as necessary. Perform other duties as requested by the Associate Rabbi or Executive Director.
- Responsible for grief-related projects including: weekly yahrzeit notifications to members, production of the weekly yahrzeit list for clergy, management of memorial plaque sales and placement, distribution of grief support materials in varied modalities.
- Prepare minutes for Executive Committee and Board of Trustees Meetings in partnership with the Executive Director.

ABOUT TEMPLE EMANU-EL

Temple Emanu-El is a vibrant Reform Jewish community that strives to be a place of sacred encounter. It is a place where learning, prayer and deeds change people's understanding of themselves, of their world and their responsibilities in it. Formed in 1872, Temple Emanu-El is the largest congregation in the Southwest and is among the largest in the United States with over 2,600 member families. Learn more about us here: <https://tedallas.org/our-temple/mission-and-values>

