

Temple Emanu-El Job Description

Job Title: Enrollment and Office Manager, Youth Learning + Engagement (YL+E)

Classification: Salary, Exempt

Status: Full-time. This role requires work on approximately 27 Sundays per school year. During Sunday work, childcare is provided for staff and Mondays are off. During the remainder of the year, this role is Monday through Friday.

Reports to: Director of Youth Education

SUMMARY DESCRIPTION

The YL+E Enrollment and Office Manager will manage the enrollment and administrative needs of the Youth Learning + Engagement (YL+E) department. With a customer service approach at the core of every interaction, this role will serve as the welcoming face for students, parents, and teachers at our religious school office. This position plays a key role in the enrollment process for our families, including managing the enrollment of new students, forming class groups and database upkeep. Additional administrative work will include office management, space bookings, supply ordering, payroll support, financial tracking and other duties as assigned by the Director of Youth Education.

KEY AREAS OF RESPONSIBILITY

- Serve as the office manager and greeter during the week and on Sunday mornings when YL+E is in session, including fielding requests from parents, students, and teachers, answering incoming calls, welcoming guests and providing on-site support while school is in session.
- Manage all enrollment and registrar functions for YL+E, including enrollment forms, scheduling, class placement, class and contact lists, tuition billing and attendance tracking.
- Work with the Human Resources and Finance departments to manage teacher contracts, track faculty attendance and submit payroll information.
- Work with Temple's Membership department to update and maintain membership information in various databases.
- Provide administrative support to Director of Youth Education, including calendar management, on-going and short-term projects, communication with congregants, faculty and staff as directed and other duties as assigned.

BENEFITS

- Competitive salary based on experience
- Healthcare benefits including medical, dental and vision
- 403(b) retirement plan
- Flexible work arrangement and paid time off
- Complimentary Temple Emanu-El membership, tuition discount for YL+E, tuition discount for Early Childhood Education Center pending acceptance

ABOUT YL+E AND TEMPLE EMANU-EL

The Youth Learning + Engagement (YL+E) Department is Temple Emanu-El's central home for our Jewish education and engagement program that currently serves over 600 students and their families from Kindergarten through 12th grade. 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 2,500 member families.