

2637 North Front Street
Harrisburg, Pennsylvania 17110

PHONE (717) 232-0556
WEBSITE www.bethelhbg.org



ARIANA CAPPTAUBER
Rabbi

BILL WALTER
Executive Director

MANDY CHESKIS
Director of Lifelong Learning

Role: Office Manager

Organization: Beth El Temple

Location: Harrisburg PA

Website: www.bethelhbg.org

Job Summary:

Beth El Temple - Your Sanctuary by the River, is an inclusive, dynamic, and progressive Conservative Synagogue near downtown Harrisburg PA. We are seeking a full-time Office Manager to support and advance the mission and growth of our congregation. We seek an organized, engaging, welcoming, detail-oriented and inspiring professional with excellent problem-solving skills. Applicants should be familiar with or have a desire to learn about Jewish holidays and customs. The office manager will serve as a key part of our leadership team and maintain excellent relations with the Board, staff, committee chairs, and volunteers.

The office manager position is full-time M-F, in-person. He/she will report directly to the Executive Director and support the Rabbi, Religious School Director, and office team. Beth El Temple does not discriminate based on race, gender, religion, color, national origin, sexual orientation, age, marital status, veteran status, or disability status.

Essential Duties and Responsibilities

- Serve as the primary contact with congregation members through email, phone, and in-person communications
- Interact with all visitors, answer questions, take payments and deliveries, and process daily mail
- Actively manage synagogue master calendar including both internal and external requests
- Provide administrative support to the Executive Director, Rabbi, and Executive committee including maintaining records, word documents, scanning, copies, etc.
- Collects, prepares, reviews, and proofs all written materials (bi-monthly newsletter, Shabbat Sheets, calendar events, promotional flyers, announcements, etc.)with staff and relevant stakeholders
- Support the preparation of the annual Beth El Calendar and coordinate Holiday schedules with the rabbi
- Support the coordination and implementation of communications and marketing efforts, including social media platforms, website content, and email marketing, to sustain high visibility for all programs and initiatives
- Assist with day-to-day regular financial operations in conjunction with the Executive Director, including segregating, coding, and copying all checks for accounting. Run all credit card payments as requested by members. Processes donations and invoices, etc.
- Work with the Executive Director to maintain an accurate database and contact lists for members and outreach
- Prepare all information and preparation for the High Holidays
- Set up new member accounts and run reports
- Secretarial support for the annual raffle (preparation and record keeping of ticket sales, donated prizes, and giveaways)

- Coordinate with the rabbi to prepare for lifecycle events including funeral and headstone information, programs for baby namings and bar/bat mitzvah, etc.

Qualifications:

- Minimum of three years in office administration preferred
- Proficiency in MS Office (MS Excel and MS Word), Google Suite, Zoom, Constant Contact, Canva, and other technologies
- Familiarity with or desire to learn about Jewish holidays and customs
- Strong written, proofreading, and verbal communication abilities
- Strong planning, organizational, and time management skills with the ability to multitask, prioritize, problem solve, take initiative, and follow through
- Flexibility and ability to adapt to changes in the work environment
- Proven personal integrity, dependability to maintain confidentiality
- Master of implementation and follow-through, ensuring that ideas become reality
- Collaborative team player
- Available, accessible, and approachable to the synagogue community
- Ability to lift and transport up to twenty-five pounds

Compensation and Benefits:

- Job Type: Full-Time Exempt Position
- Salary Range xxxxxx commensurate with experience
- Paid vacation time, Paid time off for many secular and some Jewish holidays
- Partial Health Benefits and retirement plan

Apply - Qualified candidates should send a cover letter and resume to bill@bethelhbg.org