



JOB TITLE:	Administrative Assistant (Clergy)
DEPARTMENT:	Clergy; Administrative
SUPERVISOR:	As assigned (initially, Senior Rabbi)
FLSA STATUS:	Non-exempt; full-time

POSITION OVERVIEW

The Clergy Administrative Assistant will provide essential day-to-day administrative support to the clergy team, or other teams, as assigned from time to time, ensuring smooth operations and efficient execution of tasks. This role requires excellent organizational skills, strong knowledge of Jewish traditions, customs, and beliefs, especially within Reform congregations, and the ability to handle multiple tasks efficiently. The ideal candidate will have experience in administrative roles, exceptional communication and customer service (congregant support) skills, and a dedication to supporting our mission.

PRIMARY RESPONSIBILITIES

- Provide daily administrative support to the clergy team, including scheduling appointments, managing calendars, and coordinating meetings.
- Assist in the preparation and dissemination of worship materials, including sermon drafts, service outlines, and event programs.
- Handle confidential information with discretion and professionalism.
- Coordinate travel arrangements and accommodations for clergy members as needed.
- Manage communication with congregants, responding to inquiries, and directing them to appropriate resources.
- Organize and maintain digital and physical files, ensuring easy access to necessary documents.
- Assist in the planning and execution of temple events, holidays, and special programs.
- Support the preparation of reports, presentations, and correspondence for clergy and senior staff.
- Collaborate with other administrative staff to ensure smooth office operations and provide backup support when needed.
- Prepare shloshim, yahrtzeit, mi shebeirach lists for Shabbatot and yizkor services.
- With direction from clergy, prepare slides for all Shabbatot, holidays, festivals, and as assigned to support clergy work.
- Prepare supply checklists and set up needs for worship and ritual and collaborating with team members to ensure setups are in place.
- Manage yahrtzeit (anniversary of death) reminders and ensure memorial opportunities are compassionately offered.
- Provide administrative support for High Holy Days, including, but not limited to, preparing slides, managing aspects of coordinating honors.
- Be available to answer questions and provide guidance to congregation members regarding all manner of pastoral care, lifecycle, worship, and ritual support.

- Other activities, as assigned.
- Develop and maintain familiarity with community resources and partnerships.

QUALIFICATIONS

- High school diploma or GED required; Associate's degree preferred.
- Minimum of 1-3 years of experience in an administrative position, preferably within a non-profit or religious organization.
- Strong knowledge of Jewish traditions, customs, and beliefs, especially in Reform congregations.
- Exceptional organizational and time management skills with the ability to prioritize tasks effectively.
- Strong written and verbal communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with database management.
- Ability to work independently and collaboratively in a team environment.
- High level of professionalism and discretion in handling sensitive information.

SKILLS/QUALITIES

- Excellent organizational and administrative skills.
- Strong written and verbal communication skills.
- Ability to handle sensitive situations with discretion and empathy.
- Strong working knowledge of Jewish traditions, beliefs, and customs.
- Ability to work under pressure and time-constraints and balance multiple priorities.
- Ability to work independently and as part of a team.
- Comfortable working in a fast-paced, dynamic environment.
- Must be able to lift 25 lbs with or without accommodations.

OTHER REQUIREMENTS

This job operates in a professional office environment and occasionally in outdoor spaces for special events. Rare but occasional overnight travel may be required. This role often requires flexible hours and work scheduling outside of traditional office hours.

TBE is an equal opportunity/affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity/expression, disability status, protected veteran status, national origin, or any other characteristic protected by law.