

Congregation Etz Hayim  
Office Manager

**JOB SUMMARY**

- Congregation Etz Hayim (CEH) is an egalitarian synagogue conveniently located in Arlington, VA. We are a small welcoming inclusive community. The Office Manager will often be the first point of contact for the public and synagogue members. A welcoming disposition, excellent customer service, respect for diversity, detail orientation, and strong organization, communication, and problem-solving skills are necessary. Applicants should be familiar with or have a desire to learn about Jewish holidays or customs and also would develop and maintain excellent relations with the synagogue board of directors, staff, committee chairs and volunteers. The Office Manager position is in-person, and he/she will report directly to the Director of Synagogue Operations and support the office team including the Rabbi, Preschool Director and Director of Jewish Learning and Programming. CEH does not discriminate on the basis of race, gender, religion, color, national origin, sexual orientation, age, marital status, veteran status or disability status.

**ESSENTIAL DUTIES & RESPONSIBILITIES**

Communications

- Serve as primary point of contact with congregation members through email, phone and in-person communication
- Greeting visitors, parents and preschoolers upon arrival
- Coordinate with staff, vendors, lay leaders on scheduling and event preparation
- Accurately manages synagogue master calendar including both internal and external requests
- Learn to make updates to website copy as needed
- Answer congregant questions and support requests
- Setting up Zoom meetings
- Coordinate with CEH stakeholders on content and schedule for emails, announcements, newsletters, etc.
- Developing flyers and programs for special events

Operational and Administrative

- Administrative support for the office team including maintaining records, word documents, scanning, copies, etc.
- Processing donations and invoices
- Set up new member accounts and run reports
- Create event registration forms
- Coordinate repair scheduling with contractors
- Inventory and ordering of office, kitchen, and facility supplies
- Work with custodian on needs for events and building presentation
- Work with various technology and programs
- Other duties as needed

**CORE COMPETENCIES**

- Familiarity with Microsoft Office suite
- Familiarity with Word Press, Zoom, Gmail, and other technologies
- Skillful communicator: Represent the synagogue. Manage and ensure excellent execution of internal and external communications.
- Excellent problem solver
- Ability to multi-task and ensure attention to detail
- Collaborative team player
- Available, accessible, and approachable to the synagogue community

#### **COMPENSATION AND BENEFITS**

This is a Full-time position. Competitive salary and benefits commensurate with experience. Medical Insurance, Retirement Plan, Paid Holidays, Paid Vacation, Hours: In-Person daytime M-F.

#### **HOW TO APPLY**

Qualified candidates should send a cover letter and resume to [apply@etzhayim.net](mailto:apply@etzhayim.net) with **APPLYING FOR OFFICE MANAGER** in the subject line.