

We are seeking a highly personable, detail-oriented Educational Administrative Assistant to support our Director of Education with a wide range of tasks, projects, and event coordination which supports our Religious School and educational programming. This is a year-round position in a very warm, welcoming, and supportive environment. Because we are in a smaller setting, every team member may pitch in to help in other areas of the organization as needed. Communication skills, both written and in-person, are essential to success in this position. Strong decision making and judgment skills are also critical, as you will have access to a wide range of confidential information.

Key Responsibilities:

- Assist in the coordination of school year calendar and scheduling of faculty
- Be able to help troubleshoot Zoom issues for online learning, if needed.
- Coordinate details and logistics for classes, events, and programs to ensure all materials, equipment, paperwork and staffing are in place. Set up for events.
- Shop for supplies for events and activities on a weekly or bi-weekly basis
- Serve as a primary point of contact for parents and faculty; provide a high level of customer service
- Design and manage online registrations, spreadsheets, and documentation
- Complete a wide range of tracking for event participation and attendance
- Write a wide range of materials including a high volume of email correspondence to parents and faculty, booklets and flyers
- Order supplies and books for the school year
- Create class lists, attendance and other reports from the internal database
- Communicate and follow up on events and school closures/delays
- Update the Einhorn Center for Jewish Education webpage and the Student Assignments webpage
- Update faculty handbook including schedules, calendar, assignments, and policies
- Publicize events throughout the organization and in the community as needed
- Take part in regular staff meetings
- Prepare faculty payroll for submission to the bookkeeper
- Manage report card template; proofread, edit and mail report cards
- Write grant proposals

Minimum Requirements:

- 3-5 years in an administrative assistant role
- 2 or 4-year degree in Education preferred
- A strong emphasis on customer service, with a warm, professional and articulate approach
- Appreciation for and ability to handle sensitive and confidential information with discretion
- **Strong computer aptitude**, including the ability to design and manage online registrations
- Strong familiarity with Zoom or similar platforms a plus
- Prior experience with database packages and reporting
- Proficiency with MS Office including Word and Excel
- Familiarity with Google Suite including Google Drive and Gmail a plus
- Outstanding written and verbal communication skills
- Ability to follow up on multiple outstanding items and requests concurrently
- Flexibility with schedule to support special events
- Access to reliable transportation for shopping and errands during the workday (as needed) preferred

Please send resume, cover letter, and salary expectations to:

Shara Siegfeld

Director of Education, Congregation Beth Emeth

Shara@BethEmethAlbany.org

Congregation Beth Emeth is an Equal Opportunity Employer

