

Seaside Jewish Community  
Office Manager / Administrator

Seaside Jewish Community is an independent, unaffiliated, inclusive, and egalitarian Jewish congregation in Sussex County, Delaware. Its mission is to support and foster Jewish identity by sponsoring religious, cultural, social, and educational activities for its members.

Working under the direction of the Board President and Treasurer (or another individual identified by the Seaside Board), the Office Manager/Administrator will provide day-to-day administrative support and clerical services to the organization. They will contribute integrally to Seaside's success, supporting the Religious leader, Religious School Director, and Seaside's Board. The Office Manager must also be able to work collaboratively with Seaside's staff, board members, and volunteers. Key responsibilities include: administration; office management; assisting the membership committee; communication with members; registrations (including religious school); and assist in the planning and implementing events, religious services, and activities.

### **Requirements**

Effective verbal, written, telephone and interpersonal skills;  
Ability to work independently and make decisions within scope of responsibility;  
Ability to collaborate effectively with volunteers, as well as staff;  
Capability to organize office operations;  
Experience in office operations;  
Computer competency: including use of Microsoft Office (such as Word and Excel) and Google Drive. The candidate should have the ability to develop competency in member database software, Google Docs, and other communication and productivity apps;  
Experience with Jewish life and/or Religious institution operations, will be helpful.

### **Role and Responsibilities**

#### **Office Operations**

- Be the "voice of the office" as the first point of contact when congregants or any other person calls
- Manage, post & distribute Synagogue Calendar – (Public & Internal)
- Coordinate Events (auxiliaries & membership)
- Process new membership forms and distribute Welcome package
- Manage Membership Databases
- Prepare annual Membership Directory as well as updating member information changes
- Manage and monitor phone system. Refer calls to appropriate Seaside Board member/ Committee Chair
- Communicate effectively and personally with congregant and make sure their needs are met
- Assist with member mailings, as needed
- Assist with various mailings and arrangements
- Assist with mailing and ballot counting for annual meeting
- Work closely with Religious Leader and Religious School Director on tasks deemed necessary by them

### Publicity & Communication

- Website and Website Calendar
- Manage Website
- Email Announcements

### Financial

- Manage donations list and prepare/mail "thank You "letters
- If appropriate notify committee chair of donations
- Enter membership fee payments into financial system
- Process request for reimbursements into financial system
- May be asked to do the following:
  - o Process invoices
  - o Receive payments and enter in financial system
  - o Request W-9 from vendors
  - o Prepare bank deposit slip and deposit funds
  - o Prepare and distribute Bookkeeping reports

### Other

- Events
  - o Coordinate with event coordinator for dates, costs and other information
  - o Design on-line registration form
  - o Prepare registration report for event coordinator
  - o If needed, handle registration at the event

### Skills, Competencies, and Qualifications

- Excellent customer service and interpersonal skills;
- Ability to reinforce our warm, friendly, and comfortable environment;
- Ability to interact in a positive manner with congregants, staff and the public;
- Ability to maintain confidentiality;
- Proficiency/knowledge of Microsoft Word, Excel, Google Drive, Quick Book and knowledge of Constant Contact and Yapsody
- Excellent writing and proofreading skills;
- Efficient and possesses strong organizational skills;
- Ability to multitask and provide attention to detail;
- Ability to work independently as well as collaboratively as part of a team.