

**Religious School Office Administrator
Kehillat Israel Reconstructionist Congregation of the Pacific Palisades**

Kehillat Israel, a Reconstructionist Congregation, is an inclusive spiritual Jewish community, providing a warm, nurturing environment where we pray, learn, educate, and perpetuate Torah and Jewish values, while serving the greater community. Kehillat Israel is looking for a Religious School Office Administrator.

The successful candidate will possess excellent organizational and communication skills as well as administrative skills necessary to running an efficient religious school office and a positive disposition.

The position requires expertise in the following areas:

- Spoken and Written English
- Administrative Skills
- Interpersonal Skills
- Organizational Skills
- Computer Skills (Microsoft Office)
- Standard Office Equipment including multi-feature telephone, photocopier, and fax.

Accountability:

- Overall responsibility for the efficient administrative support of the Religious School which includes:
 - Congenial and precise communication with parents, students, teachers, managers, and custodial staff
 - Creation and accurate maintenance of documents, including staff and student directories, emergency forms, registration materials, attendance records, student data, payroll records, etc.
- Maintain an upbeat and positive atmosphere in the administrative office which shares with another program.

Minimum Qualifications:

- Three years previous experience as an office administrator or similar-type work
- Bachelor's degree highly desirable
- Familiarity with synagogue life and previous experience in non-profit setting highly desirable

Salary commensurate with qualifications and experience, and a comprehensive benefits package will be provided. To be considered, please forward your cover letter, resume, and salary history via e-mail to: Alice Greenwald, Director of Youth and Family Education, Kehillat Israel, positions@kehillatrael.org. No telephone inquiries will be accepted.