



Clergy Assistant, Full-Time Temple Beth El – Charlotte NC

Temple Beth El, a Reform Jewish congregation home to over 1200 families, is seeking someone to join our office team. The ideal candidate is a team player with the flexibility and the ability to work "on the fly" so we continue to meet the needs of our congregational family. Strong organizational management skills with the ability to handle multiple calendars and projects at one time is a must. While a knowledge of Jewish traditions is not required, an openness to learning Jewish culture and working in a spiritual organization is necessary.

Purpose of Clergy Assistant

The Clergy Assistant supports the priorities of the Cantor and Assistant Rabbi and serves as back-up to the Lead Administrative Assistant helping with all Clergy Office needs. Administrative duties include answering calls, creating and maintaining appointments and scheduling life-cycle events, community involvement, pastoral work, worship services, and other congregational programs. This is a membership-focused role. The Clergy Assistant is often a first point of contact, and serves as an ambassador of Temple Beth El and the clergy to congregants and the community.

Ideal Candidate

The Clergy Assistant is a highly organized and efficient administrative professional, someone who takes initiative, manages multiple priorities, and is able to successfully manage deadlines and information. This is a high-touch position that requires consistent and ongoing confidentiality, adaptability, attention to detail, and interpersonal effectiveness.

Qualifications

- Minimum of three years' work experience as an administrative professional
- Experience managing multiple calendars and setting up meetings
- Experience tracking information and creating lists and reports
- Technologically savvy (comfortable with database entry and reporting, Outlook or other calendaring software, Word, Excel, PowerPoint or other presentation software, general Internet usage)
- Ability to manage sensitive and confidential information
- Competencies: adaptability, resourcefulness, attention to detail, communication skills, confidentiality, customer service skills, organizing, problem solving, team work
- Excellent interpersonal and communication skills - via phone, in person and written - with a focus on meeting member needs
- Ability to handle multiple priorities and projects, some which have short deadlines
- Maintain confidentiality of sensitive information
- Works well under pressure to handle congregational emergencies

- Team focused - able to develop effective and respectful working relationships across a small office team of Executive, Clergy, other administrative staff, maintenance staff, and temple members.
- Willingness to develop a base knowledge of Judaism and Jewish practice
- Ability to occasionally work evenings or weekends when needed including support for major Jewish Holidays.
- College degree preferred

Compensation

Competitive salary with benefits.

Application

The position is open until filled. Submit letter of interest, resume, and contact information for three personal references to:

Art Gallagher
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No Phone Calls