

ADMINISTRATIVE COORDINATOR JOB DESCRIPTION

3/27/26 edition

Tikkun V'Or (TvO) is a warm, vibrant, intellectually stimulating, inspiring Jewish congregation. We offer a wide range of engaging opportunities to build a foundation for life-long Jewish learning and connection through ritual practice, music and prayer, ethics and values, life-cycle celebrations, and social action. Together, we co-create experiences filled with joy, meaning, and impact, with the aim of bringing more healing (*tikkun*) and light (*or*) into our community and the world.

We are a diverse, intergenerational community that includes interfaith couples and families, people of color and LGBTQ+ members. Our members come from varied backgrounds and affiliations and we prioritize creating an environment where all our members – including those who are newly discovering Jewish connections as well as those with a depth of Jewish experience and knowledge can feel a sense of belonging. Learn more at <https://www.tikkunvor.org>.

TvO currently seeks to fill two positions that were held by one person for many years:

- Director of Education for our children's school – Jewish Learning Experiences (JLE)
- Administrative Coordinator for the congregation

While we are advertising these as two positions, one person would be welcome to apply for both roles.

ADMINISTRATIVE COORDINATOR (AC)

POSITION OVERVIEW:

TvO's Administrative Coordinator is a key person. They are responsible for creating and maintaining systems that allow the congregation to run smoothly. They are the point person for membership, programs and the building. They coordinate the flow of information within the congregation and between TvO and the external community. In an organization that is primarily driven by volunteers from the congregation, the Administrative Coordinator keeps all the moving parts in sync.

The AC is a part-time position averaging 18 to 20 hours per week, with individual weeks varying based on season and needs. The hiring salary range is \$26,000 to \$33,000 depending on qualifications and experience. The AC will work from the synagogue and from home, and must have a smart phone, computer with internet access, ability to download appropriate software, a printer, and a reliable vehicle. A flexible schedule is important as it allows the AC to respond to temple business when needed.

AREAS OF PRIMARY RESPONSIBILITY INCLUDE:

Communication

- Respond to inquiries from phone messages and emails, directing messages to Board and committee members as appropriate
- Compile and edit weekly e-newsletter
- Work with communications volunteers on quarterly newsletter
- Send out calendar/updates to listservs and local media (including Beth-El, IAUJC, Jewish Reporter, and community guides)

Outreach/In-reach

- Notify the Welcoming Committee of potential and new members
- Track contacts made with potential and new members to ensure maximum engagement
- Oversee Kulanu system for volunteers and recruit volunteers as needed
- Connect with external organizations as appropriate

Information and Data Management

- Maintain digital accounts and systems including Wild Apricot, website, calendar and zoom.
- Maintain membership lists, including information about why new members join and existing members fail to renew
- Coordinate registration for adult ed classes and other programs
- Collect, organize and retain temple records (committee information, policies, etc.) in ways that support Board and volunteers in being informed and up to date

Building

- Ensure that building is set up for all services, classes and programs
- Ensure that the building and kitchen have necessary supplies
- Work with building supervisor to ensure building's cleanliness, before and after use
- Ensure access to building by those using it, and follow up on any reports of unusual activities
- Respond to rental inquiries, drawing up contracts as needed
- Arrange for building rep to be present for activities, as needed

To succeed, TvO's AC needs a strong commitment to serving the TvO community and the following Knowledge, Skills and Abilities

- Effective written and oral communication skills
- Self-directed, dependable and able to track and manage one's own time
- Resourceful, with the ability to identify and solve problems
- Proven ability to deal patiently and tactfully with co-workers, congregants, volunteers and Board members

- Exhibit unquestionable degree of integrity, including the ability to handle confidential information
- Ability to use computer technology such as:
 - Word Press for the website
 - Wild Apricot for event management and member database
 - MailChimp for weekly newsletter and communications
 - Zoom
 - Google Docs and Google Drive for file storage
 - Facebook
 - Survey Monkey
- Ability to lift and set up TvO's folding tables and chairs
- Familiarity with Judaism and congregational life
- Familiarity with audio visual equipment to support and stream services.

To apply, please send a resumé and a letter expressing your interest to:

Presidents_24@tikkunvor.org

We will begin reviewing applications on April 15. This position will remain open until filled. The successful candidate will start in June.