



CONGREGATION BETH SHALOM Columbia, Missouri

Congregation Beth Shalom – Executive Administrator (20 hours per week)

Congregation Beth Shalom (CBS) in Columbia, Missouri is a mid-size, vibrant temple in central Missouri. We are looking for a part-time executive administrator to meet our office and organizational administrative needs. CBS is a growing community, committed to inclusiveness, where everyone is welcome, regardless of age, marital status, sexual orientation, a Jew by birth or by choice, or level of religious observance. Our congregation is composed of more than 100 member families from all over mid-Missouri. Located in Columbia, Missouri, we are one of the few Jewish congregations in the region. Although we are associated with the Union of Reform Judaism, we strive to meet the needs of the entire Jewish community by maintaining some more observant traditions. We have active educational programs for both adults and youth, including a religious school that begins at the preschool age and extends through high school. Our efforts at engaging in wider community charitable works are also an important part of our congregational efforts.

TO APPLY: email your letter of interest and resume to CBSCoMOSecretary@gmail.com. For questions, please contact Tim Parshall at (573) 489-9987 or thpcbs21@gmail.com.

REPORTS/RELATIONSHIPS: The Executive Administrator reports to the President of the Board of Directors. They will work closely with the Rabbi and Religious School Director, as well as volunteer committee chairs, to provide administrative support for the various religious, community, educational, and fundraising events that are held at Congregation Beth Shalom.

Congregation Beth Shalom encourages applicants from all religious backgrounds. This position is in the office, with occasional work from home possibilities if needed.

Work Hours, Schedule, and Pay:

- 20 hours per week (estimate)
- 9am – 2pm, Tuesday through Friday
 - Some schedule flexibility is possible as long as CBS' administrative needs are met
- \$20 - \$25 per hour, depending on experience



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JOB DESCRIPTION:

This is a job with many facets. Exact duties may evolve depending on the skill-set of the Executive Administrator as well as the needs of the congregation. The most important aspects of the role are likely to include:

- Office and Facility Admin
 - Keep accurate membership database, including new member information and important date reminders
 - Ensure mail is promptly sorted and provided to correct individuals
 - Ensure property is maintained according to Board direction
 - Manage vendor contracts and admin, such as grass-cutting and ice/snow removal
 - Manage information technology systems (e.g., email service and member management software)
 - Additional administrative support as needed
- Manage CBS Communications
 - Develop and coordinate congregational communications alongside Board and volunteers
 - Provide regular updates for the website to that committee chair so that it remains current
 - Ensure accurate, consistent emails and social media posts
 - Ensure timely, professional responsiveness to member and other inquiries
- Bookkeeping responsibilities
 - Ensure pledge payments and donations are logged into the member management system and that members have access to documentation of pledges/gifts
 - Additional bookkeeping tasks may include coding payments and tracking payables and receivables
- Board, Volunteer, and Fundraising Coordination and Support
 - Support committee chairs in their community support functions (e.g., membership and event coordination)
 - Attend and provide updates for monthly Board meetings and semi-annual member meetings
 - Help prepare agendas and budget reports in preparation for these meetings
 - Coordinate volunteers to help in office as needed
 - Create and proactively maintain the CBS organizational calendar
- Religious Activity Support
 - Support Rabbi with administrative needs such as correspondence and scheduling
 - Ensure religious activities have administrative and facility needs met, including:
 - Shabbat Services (weekly), High Holy Days, and other religious activities
 - Life-cycle events such as weddings and baby namings
 - Religious school



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Key attributes that will ensure success include:

- Proven ability to build positive long-term relationships and work with a diverse set of people
- Strong organizational skills with ability to plan ahead and identify potential challenges and opportunities
- Strong ability to be discreet and maintain confidentiality with sensitive information
- Effective communication skills with good grammar on a variety of platforms (e.g., email, website, print, social media)
- Ability to accurately input and maintain data and pull reports from the online member management system (after receiving appropriate training, if needed)
- Extensive experience using word processing and spreadsheet software (e.g., MS Word and Excel or the Google suite)
- Comfort working with and learning various technologies (e.g., online member management systems, A/V equipment for events)
- Able to work sensitively within the needs and guidelines of Jewish traditions and holidays
- Bookkeeping experience is desirable but not mandatory