



Romemu Office:
43 Central Park North, Suite 1A
New York, NY 10026

Romemu Worship:
West End Presbyterian Church
165 West 105th Street
New York, NY 10025

(212) - 580 - 4294 | romemu.org

Job Title:	Executive Assistant to Senior Rabbi and Executive Director
Job Description Seeking an excellent Executive Assistant who wants to work in a fast-paced, entrepreneurial, spiritual, avant-garde, growing Jewish spiritual center.	
ABOUT US Romemu - a Jewish spiritual community and institute based on Manhattan's Upper West Side with a growing national and international presence - is seeking a professional with excellent interpersonal skills and the unique ability to multi-task and disappoint people with a smile. Come join our highly energetic/strategic/soulful and super fun Romemu team! Job Purpose: To provide support for top level executives by providing executive level administrative support, receiving visitors, arranging travel and correspondence, and scheduling meetings. Reporting Structure: Executive Assistant reports to both the Senior Rabbi and Executive Director	
Roles and Responsibilities: <ul style="list-style-type: none">• Manage and maintain executive schedules, including scheduling travel and conferences, making appointments, and making changes to appointments.• Answering and directing calls to appropriate people, taking messages.• Create a system, in conjunction with supervisors, to prioritize calls, meetings and travel requests.• Greet visitors and determining access to appropriate people.• Oversee administrative policies within an organization and within the office.• Open, sort, and distribute correspondence, including email and snail mail.• Prepare reports, collect and analyze information; prepare presentations.• Record meeting discussions and provide minutes.• Maintain inventory and office supplies. Anticipate office needs; evaluate new office products; place and expedite orders when necessary.• Ensure operation of office equipment, order maintenance when necessary. Troubleshoot malfunction of office equipment.• Maintain knowledge by engaging in EA professional development.• Data analysis; Proficient in Gmail and GDrive, MS Word, Excel, Salesforce. Perform filtering and sorting of data and other functions.• Create all onboarding programs for new employees including training on office equipment, policies and procedures, arranging for setup on new computers etc.• Prepare executive responses to routine emails, letters, or correspondence.• Prepare checks for signature and review.	

Qualifications

- 3+ years administrative support or executive assistance
- Problem solving ability
- Advanced MS Office experience
 - Positive, upbeat attitude, team-player
 - Strong initiative
 - Excellent interpersonal skills
 - Ability to multi-task very well in a fast-paced environment
 - Equanimity when saying no and disappointing people (!)
 - Commitment to Romemu's mission
 - Undergraduate degree preferred

Before you apply for this position, please make sure that your qualifications align with the job requirements. We recommend that you take a look at the Romemu website, www.romemu.org, prior to applying.

To Apply:

Qualified candidates should send a cover letter and resume to recruitment@romemu.org; we will respond only to resumes that meet the criteria for the position