

Job Title:	Executive Assistant to Senior Rabbi , Office Manager
<p>Job Description</p> <p>This is a great opportunity for an individual with Executive Assistant experience to become part of a positive and energetic community that has become one of the growing hubs of post-denominational Judaism, located on Manhattan’s Upper West Side. The Executive Assistant will have the following areas of responsibility:</p> <ul style="list-style-type: none"> - Executive Assistant to Founding Rabbi - Friendly hospitality in the office and by phone - Office Management/Admin 	
<p>ABOUT US</p> <p>Romemu is a rapidly growing community dedicated to building and renewing a joyous, exciting and grounded Judaism. Located on the Upper West Side of Manhattan, Romemu is a community organized around religious traditions, updated to match the spirit of the 21st century. Romemu now has more than 500 households, hundreds of thousands of followers, and 1 million+ unique subscribers to our SoundCloud channel. The Executive Assistant is a critical part of the team the supports this post-denominational Jewish community.</p> <p>ROLE AND RESPONSIBILITIES</p> <p>Executive Assistant to Founding Rabbi</p> <ul style="list-style-type: none"> • Maintains appointment schedules by planning and scheduling meetings, conferences, teleconferences, and travel. • Enhances Rabbi’s effectiveness by providing information management support; representing the Rabbi to others, either internal or external to the community. • Maintains community confidence and protects operations by keeping information confidential. • Maintains and updates administrative files for the Rabbi. • Prepares expense report forms. • Light personal assisting <p>Friendly Hospitality</p> <ul style="list-style-type: none"> • Welcomes guests and community members by greeting them in person; answering or directing inquiries. • Answers the main office phone number serving as a representative of Romemu. Provides information to Romemu members, community callers, potential members, vendors, and others. • Handles various requests from committees; e.g. provides information about office and financial procedures, edits and distributes e-mails to membership. • Opens and distributes Romemu regular mail and e-mail, and responds to answering machine messages. Contacts Romemu members and others via e-mail, phone or fax to ensure prompt responses to inquiries. <p>Administrative</p> <ul style="list-style-type: none"> • Maintains office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; evaluating new office products; placing and expediting orders for supplies; verifying receipt of supplies. • Ensures operation of equipment by completing preventive maintenance requirements, following manufacturer's instructions, troubleshooting malfunctions, calling for repairs, maintaining equipment inventories, evaluating new equipment and techniques. • Contributes to team effort by accomplishing related results as needed. • Attends Romemu events as needed. • Ensures that office is clean and organized for staff, student and membership use. • Updates Constant Contact and membership databases. Coordinates membership updates with Membership Director. Creates and maintains Romemu mailing lists. 	

- Prints materials and creates name badges for services, events and meetings.
- Schedules all meetings at the Romemu office for Programming, Board, Committee Chairs, and staff. Coordinates proper set-up of furniture, hospitality, equipment, and supplies with the meeting organizer.
- Updates monthly Google calendar with Romemu office reservation schedule, detailing set-up for each program, meeting, event.

QUALIFICATIONS

The successful candidate will have excellent communication skills, be proactive, highly organized and be energized at the opportunity to make a positive impact on our community. Specific requirements include:

- Exceptional verbal and written communication skills and attention to detail
- Highly organized and proven ability to prioritize and multi-task in a fast-paced environment
- Strong scheduling skills
- Positive, strong interpersonal skills in order to interact with clergy, staff, and community members
- Proficient with Google Suite, Microsoft Office, familiar with Task Management Software
- Ability to work collaboratively with all constituent groups, including staff, families, board members, volunteers, donors, program participants, and others
- Self-starter and able to work independently, while also being a strong team player who can follow directions and work collaboratively
- Personal qualities of integrity, maturity, credibility and flexibility
- Commitment to Romemu’s mission
- Self-confident and very professional

EXPERIENCE & EDUCATION

- Executive Assistant 3-5 years
- Undergraduate degree preferred

Before you apply for this position, please make sure that your qualifications align with the job requirements; we will only be responding to resumes that meet the criteria of this posting. We recommend that you take a look at the Romemu website, www.romemu.org, prior to applying.

To Apply:	Qualified candidates should click here to submit your resume and cover letter.
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