

**Peninsula Temple Sholom
Education Executive Assistant
(Full-time, non-exempt position)**

Peninsula Temple Sholom (PTS) in Burlingame, California is a diverse and vibrant Reform Jewish synagogue serving 2,000 adults and children. Every member of our staff helps us create a warm and welcoming environment through the work that they do and the way in which they interact with the community.

We are seeking an energetic, self-motivated, and capable person to help build our PTS community. As a key contact on the phone and in person for PTS congregants and visitors, the Executive Assistant plays a critical role in responding to congregant needs and creating a positive feeling from each interaction. We are looking for a candidate who possesses the following qualities.

- Self-motivated, thinks ahead and takes initiative on projects, anticipates the needs of others
- Excellent communication and customer service orientation
- Ability to work collaboratively with staff and synagogue members
- Strong organizational skills
- Good writing skills
- Comfort with technology
- Desire and ability to learn new tasks with relative ease
- Works independently and as part of a team
- Ability to manage multiple tasks and prioritize
- Exercises discretion and strict confidentiality
- Positive and friendly energy

The tasks listed below are tools to achieve member connection and engagement.

Primary Responsibilities

- Create a warm and inviting atmosphere when greeting visitors, answering phones, scheduling appointments, and coordinating events
- Manage executive calendars and assist with correspondence and phone calls
- Utilize and maintain congregational database, especially for school registration
- Manage weekly class attendance
- Work with colleagues and community on projects/teamwork
- Answer phone and greet visitors at the education desk
- Prepare classroom supplies in advance of weekend programs
- General administrative work, as requested by the Director of Education

Shared Responsibilities

- Assist colleagues with copying, folding, stuffing, and other administrative needs
- Provide logistical and administrative support for synagogue programs
- Proof online and print publications as part of staff editorial team
- Engage in cross training with other administrative staff to ensure consistent, excellent service to our congregants
- Provide backup to colleague to answer phone and greet visitors at the reception desk, as needed

Position Requirements

- College degree strongly preferred
- 3-years minimum experience as administrative assistant, receptionist, or similar position
- Advanced proficiency with Microsoft Office Suite, including Word (mail merge, tables and other formatting) and Excel (sorting, mail merge, formulas)
- Advanced proficiency with Google Suite
- Experience with CRM database systems

How to apply

Please send a resume and detailed cover letter to rabbiplotnik@sholom.org. Please include the job title in the email subject line.

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Peninsula Temple Sholom is an Equal Opportunity Employer

PTS is committed to equal employment opportunity in all aspects of its employment practices and complies with all applicable Federal, State and local laws regarding non-discrimination and non-harassment. Therefore, it is the policy of PTS to afford equal opportunity in all aspects of employment to all persons without discrimination on the basis of race/color, ethnicity, national origin/ancestry, sex, gender identity, religion, age, mental or physical disability, veteran's status, political affiliation, medical condition, including HIV/AIDS status, marital status, sexual orientation (actual or perceived), pregnancy, genetic information or any other characteristic protected by federal, state or local law which is not a *bona fide* occupational qualification for a particular position. It is the policy of PTS that certain positions must be filled by persons of the Jewish faith as a *bona fide* occupational qualification.

This policy shall apply to all employees, applicants for employment, board and committee members and volunteers, and extends to all phases of employment, including recruitment, screening, referral, hiring, training, job assignment, promotion, discharge or layoff, rehiring, demotion, discipline, and compensation and benefits.