

Manager of Synagogue Services

Position summary:

The Manager of Synagogue Services is a part time position (24-32 hr/wk) providing event, logistical, and administrative support for the Rabbi, Hazzan, Board of Trustees, and lay leadership of Beth El Congregation.

Who are we? Beth El Congregation is an innovative Conservative synagogue in Akron, Ohio grounded in Jewish tradition and caring community. We are located at the front door of the Albert L. and Janet A. Schultz Campus for Jewish Life; sharing a building with the Jewish Community Board of Akron (Federation), The Shaw JCC of Akron, The Lippman Day School, and Jewish Family Service. As a sacred community dedicated to growing Jewishly, we seek to provide a wide range of spiritual, cultural, social and lifelong learning experiences to all who are looking for a vibrant and inclusive Jewish community.

Position Responsibilities:

I. Management of Office, Equipment, and Administrative Staff

- Prepare and oversee administration and day-to-day operations of synagogue
 - Hire, train, supervise and evaluate office administrator
- Maintain calendar of events for all synagogue programming, Bar/Bat Mitzvah, Weddings, and other life cycle events
 - Coordinate schedules and synagogue master calendar with Community Calendar
- Maintain congregant data
- Responsible for security and safety of synagogue property and maintenance and timely repair of facility
- Coordinate scheduling for kitchen helpers and security officers
- Order supplies and manage relationships with suppliers, vendors, and contractors

II. Financial Management

- Review payroll and member billing as prepared by the Accounting Department
- Oversee accounts payable and receivable functions
- Document and manage grant and endowment funding to ensure timely payments are received
- Maintain programming budgets, actual expenses and program evaluations
- Supervise and provide appropriate support to fund-raising efforts

III. Communications and Member Relations

- Website maintenance and updates
- Coordinate publication of printed and electronic versions of monthly bulletin
- Prepare and/or review all other synagogue mailings, announcements, and publications
- Take the lead on advertising, marketing, and social media campaigns
- Interface with synagogue members for life cycle events and other needs

- Work closely with synagogue President, Officers, and Executive Committee, and other lay committees, attending committee meetings as needed
- Work closely with Rabbi and Hazzan on all aspects of synagogue programming, community building, and pastoral outreach

IV. Logistics

- Prepare synagogue and other ritual spaces for Shabbat, Holiday, and Weekday Prayer services
- Responsible for High Holidays arrangements
- Coordinate and maintain books, materials, and logistics for programs and events
- Liaison between congregants and staff with catering and food services
- Preparing, setting up, and breaking down events and programs
- Coordinating and partnering with lay volunteers
- Interfacing with Jewish organizations on Campus, other Synagogues and community organizations

Ideal Candidate

Candidates must have a love for details, for getting things done, and for quick follow up. Our work is easier, because we know you are on top of it. But the ideal candidate also has:

- Associates Degree required; Bachelor's degree preferred
- At least 3-5 years experience in event planning or project implementation
- Ability to work nights and weekends, as required
- Can exercise discretion in handling confidential information
- The grace and people skills to represent the Synagogue to a broad range of members and guests
- The ability to influence others to participate actively in programs and events and to volunteer their skills and talents
- The creative penchant for how to transform a plain event space into an inviting one
- The enthusiasm and imagination to be a full participant in planning meetings
- A love for community, gathering, and learning – be a people person
- Growing knowledge and interest in Jewish life