

Havurah Shalom
JOB DESCRIPTION

Position:	Administrative Director	FTE: 0.5 (half time)
Reports to:	Havurah Steering Committee	
Salary:	Commensurate with experience	

Job Summary

Havurah Shalom is a vibrant, diverse, participatory Jewish community of 350 families, steeped in Jewish values, promoting spirituality, learning and acts of social responsibility.

The Administrative Director of Havurah Shalom is a key representative of the congregation. Reporting to the Steering Committee and cooperating closely with Havurah's Rabbi, Educator, and office staff, the Administrative Director ensures day-to-day programmatic and operational excellence, effective human resources policies and practices, and effective administration of the congregation's business affairs. The Administrative Director supports the Steering Committee in developing long range strategic plans, and holds primary responsibility for implementation of Steering decisions related to administration of the Havurah.

Primary Tasks and Responsibilities

STEERING COMMITTEE

- Serves as primary staff liaison to Havurah's Steering Committee.
- Supports the Executive and the Finance Committees, and helps plan and execute long-term goals.
- Provides regular Havurah-related office and business updates to the committee.

MANAGEMENT

- Decision-making responsibility for day-to-day operations of the congregation, including hiring, managing direct staff reports, overseeing implementation of Havurah's personnel policies, all building-related activities, financial management to meet budget, and overseeing IT network, e-mail marketing and content-managed website and use.
- Supports congregational culture that encourages participatory membership, celebrates success, honors diversity, strives for excellence, seeks constant growth, learns from mistakes, and prizes cooperation in professional staff.
- Oversees implementation of Havurah's Personnel Policies.

COMMUNITY & PUBLIC RELATIONS

- Works with Rabbi, professional staff and Steering Committee to ensure that Havurah is visible in the public's eye and recognized as a key congregation in the Jewish world.
- Monitors activities in the broader Jewish and secular communities.
- Participates in appropriate community initiatives and activities that support and advance Havurah's mission.
- Organizes and maintains external publicity and advertising.
- Oversees Havurah communications including weekly email to members, Hakol, High Holidays, and other Havurah related activities.

CEMETERY & PASTORAL SUPPORT:

- Oversee Havurah Cemetery policies and procedures including the sale of plots.
- Oversee Havurah Cemetery contract with Metro.
- Assists Rabbi in providing pastoral support to members and organization of shiva minyans as needed
- Work with volunteers to coordinate mitzvah circle needs.

Requirements & Qualifications

- A bachelor's degree required, with 3+ years of administrative experience preferred.
- Demonstrated ability to manage people, facilities, and financial responsibilities.
- Strong organizational skills.
- Experience working with the Jewish community.
- Self-starter with proven ability to work with a diversity of people and responsibilities.
- Experience in donor relations preferred.
- Knowledge of the local Jewish Community and congregations preferred.
- Excellent communication and interpersonal skills, appreciation for ethnic, racial and sexual diversity, strong cultural competence and sensitivity in working with diverse populations.
- IT knowledge.
- Good sense of humor!

Health and vacation benefits. Havurah Shalom is an equal opportunity employer.