



Jewish Reconstructionist Congregation Kehillah Administrative Assistant Job Description

Who We Are

Jewish Reconstructionist Congregation (JRC), one of the Reconstructionist movement's largest congregations with close to 400 households, sits on the border of Evanston and Chicago, creating a special mix of suburban and city culture. Our members represent a beautiful diversity of Jewish observance, gender and sexual identity, race, and interfaith families. We are a hands-on, highly collaborative congregation with members leading many aspects of community life with our dynamic staff and clergy.

Kehillah, JRC's boldly reimagined learning community, provides Shabbat-based programming infused with joy and allows us to experience Shabbat at JRC together as a multi-generational community. Our Kehillah learners engage in a project-based curriculum and monthly family learning while Minyan, Brit Mitzvah services, and other learning opportunities happen throughout the building. Additionally, our 4th through 7th graders participate in one-to-one Hebrew tutoring culminating in Brit Mitzvah preparation that fits the individual needs of each student and family.

JRC continues to reimagine and reconstruct experiential education for all ages. We are redesigning our programming for families with infants through preschool, which will replace our conventional part-day preschool. We look forward to redesigning programming for our smart, savvy, and socially engaged teen community.

Job Summary

This position is a part-time employee of JRC, reporting to the Assistant Rabbi for Education. The Kehillah Administrative Assistant provides superior administrative and customer support to JRC's education programs for infants through teens.

Hours

This position is part-time (15 hours/wk.), including Saturday mornings.

Salary

The salary range is \$15,000-18,000 annually.

Essential Functions

Essential job functions include the following. Other duties may be assigned.

The Kehillah Administrative Assistant ensures smooth operations and excellent customer service to all Kehillah families. They are the friendly face at the door and the person behind the scenes providing helpful communications and easy parent experiences. In this role, they are supervised by JRC's Assistant Rabbi for Education who is the director of Kehillah

Ensure smooth operations of Kehillah, providing general program support

Act as receptionist during Kehillah Shabbat School (Saturday mornings), warmly welcome parents and children and provide on-call support to teachers, Assistant Rabbi for Education, and families. Support general program operations and administration, including teacher timesheet oversight, submitting check requests, purchasing supplies, printing signage, and working with staff to manage room and program setups. Support teacher orientation, coordinate monthly *oneg* lunch, manage admin and logistics for occasional field trips. Provide excellent customer service to current and prospective Kehillah families.

Oversee registration and attendance record keeping

Create registration form using ShulCloud platform, assist families with enrollment, provide enrollment stats to leadership. Generate class lists and distribute student information. Oversee attendance tracking. Utilize multiple tech platforms to manage all program administrative needs.

Manage administration of JRC's 1:1 Hebrew program

Provide customer support to families scheduling private Hebrew lessons, act as liaison between families and teachers. Oversee administration of online tool, troubleshooting any issues that emerge. Ensure materials are accessible, maintain Zoom links and location assignments. Communicate updates and changes with families and teachers.

Support Calendar and Communications

Maintain and publish Kehillah calendar, ensuring alignment with JRC ritual and program calendar. Proofread and edit Constant Contact communications.

Core Competencies:

Excellent interpersonal skills; warm and positive personality

Both a collaborative team player and able to work independently

Able to accept feedback with a growth mentality

Keen attention to detail

A self-starter with superior follow through

Tech-savvy, adept at using a wide array of tech platforms

Able to manage multiple tasks simultaneously and act in a proactive and anticipatory manner

Excellent time management and organization skills; proven ability to meet deadlines

Flexible and adaptable; able to see the big picture

Outstanding oral and written communication skills, as well as editing and proofing skills

Strong analytical and problem-solving skills

Proficient with Microsoft Office Suite and Quickbooks reports

Sensitivity to and aptitude for learning about and respecting cultural traditions, including those of Judaism

Qualifications

Prior administrative experience

To apply

Please send your resume and letter of intent to Rabbi David Eber, at assistantrabbi@jrctogether.org.

We strongly encourage applications from candidates reflective of the communities JRC serves, including people of color, those in interfaith relationships, people with disabilities, members of the LGBTQ+ community, and individuals with varied identities and backgrounds, including Sephardic and Mizrahi Jews.

If you require reasonable accommodation in completing an application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to Rabbi David Eber at assistantrabbi@jrctogether.org or 847-328-7678.

Jewish Reconstructionist Congregation is an Equal Opportunity employer.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Job functions may be subject to modification at JRC's discretion.