



**Westchester Reform Temple
JLL Administrative Assistant**

Job Description

Westchester Reform Temple seeks a super-friendly and highly organized “first face / first voice” to represent our Temple to the community.

Do you thrive on creating a warm and welcoming environment for everyone? Are you outgoing by nature? Among your gifts, are details and follow-through at the top of your list? If so, then this job is perfect for you!

Available immediately, this position (part-time or full-time) must provide the highest quality of administrative support for the JLL Director, and the utmost courtesy and calm professionalism in every interaction and communication with co-workers, parents, students and the community.

The JLL (Jewish Learning Lab) is the religious school of Westchester Reform Temple, serving hundreds of students and families each year.

The responsibilities of this position include, but are not limited to:

- Be the primary administrative support for the JLL Director, including logistics, communications, scheduling, research, purchasing and other requested support
- Staff the office front desk during all hours of onsite JLL programs
 - During the school year, this includes Sunday mornings, most weekday afternoons, some evenings, and special events that occur on scheduled weekends
 - During school breaks, schedule will adjust to more regular business hours
- Warmly welcome all visitors to the JLL Office, with the highest level of customer service and delightful hospitality
- Answer JLL telephones and general emails; provide general information about JLL programs and schedules; convey messages to staff, students and teachers in classes as needed
- Manage the telephone system, including updating directories, recording outgoing messages for daily and holiday schedules, and trouble-shooting
- Notify JLL staff regarding the arrival of their scheduled appointments and meetings

- Greet and interact with students, parents and teachers, and answer inquiries; create a feeling of warmth, professionalism and showing a desire to help
- Greet and coordinate around students with late arrivals, early dismissals, late pick-ups, etc.
- Provide comfort and minor first aid as needed to students onsite; contact parents as needed; may be the first contact in handling emergencies working closely with JLL Director
- Routine office work may include, but not be limited to, mailings, copying, calls or emails to group lists, ordering program food, ordering JLL supplies, and general support of JLL staff
- Assist in updating and managing spreadsheets, attendance, RSVP lists for special programs requiring a response, and other recording tasks
- Assist with logistics, communication and record keeping needs related to the JLL Parent Committee
- Assist with other tasks and projects, as assigned by the JLL Director or Senior Rabbi

The ideal applicant for this position will demonstrate the following qualifications:

- Strong attention to detail, high level of accuracy, very organized
- Bright and sunny disposition, extremely friendly, always professional
- Professional appearance and interactions
- Excellent verbal communication skills
- Driven to follow through, and make sure the customer is fully satisfied
- Enjoys working with others as part of a team
- Comfortable working under pressure, in a busy environment
- Curious to learn new things, unafraid to ask for help
- Accepts direction and correction well, learns from past mistakes
- Training and experience in the hospitality / customer service industry a plus
- Technical experience with some / all of the following:
 - Google platform – gmail, calendar, docs
 - MS Office suite - including Word, Excel and mail-merge
 - WordPress website – content edits and update
 - Databases – Sales Force a plus
 - Constant Contact or similar email marketing software
 - Social Media - content updates and editing

Compensation for this position will depend on whether you are interested in part-time or full-time work, and the kind of education and experience you already have. Full-time position includes employer contributions towards healthcare and disability insurance premiums, paid time off for vacation and sick days, and other benefits.

WRT believes strongly that all applicants, including women and people of color, should be considered fairly for employment opportunities at the temple. We are most interested in finding the best candidate for the job, and we recognize that our best candidate may be one who comes from a less traditional background, or one who does not meet every single one of the qualifications listed in this job description. We would encourage you to apply, if you feel you are poised to excel at this important work with WRT.

To apply, email your cover letter and resume to: Jobs@wrtemple.org. Applications will be reviewed on a rolling basis and the search will remain open until a candidate is hired. No phone inquiries, please.