

CBE Administrative Assistant

To apply, send your resume and cover letter to resumes@cbebk.org.

Congregation Beth Elohim (CBE) is hiring an Administrative Assistant to support our Membership, Events, and Development departments. This is an entry-level role and a great fit for a recent college graduate who is very organized, a self-starter, and wants hands-on experience at a busy, mission-driven organization. We are looking for someone who enjoys systems, has a facility with spreadsheets, and is comfortable engaging in person and online with colleagues and our wider community.

The Assistant joins an established, close-knit team, and is responsible for the department's administrative work. They take direction from senior staff, manage their own workload, and see each task through to completion. Day to day, that means welcoming new members, scheduling tours, keeping records up to date, handling event logistics, and helping with donor acknowledgments and reporting. The role reports to the Director of Advancement. It has no direct reports.

The Assistant helps staff events, so the job includes some weeknight and weekend work.

This is a front-facing position. The right candidate will be excited to help us reach our goal of meeting the needs of our community in Brooklyn and beyond.

Salary Range: \$45,000 to \$55,000, based on experience

Schedule: Members of this team work Tuesdays through Fridays in office, plus evenings and weekends as necessary.

About CBE

Congregation Beth Elohim (CBE) is a vibrant, cutting-edge Reform synagogue in Park Slope, Brooklyn. We are a welcoming and inclusive community, rooted in Jewish history and identity, and profoundly open to diversity in all its forms. We come together to learn, to pray, to celebrate the rhythm of Jewish time, and to support each other through the joys and sorrows of our lives. We are a spiritual, cultural and intellectual center for Jewish revitalization, fostering community and extending our values of justice, education, and inspiration throughout the neighborhoods where we live and beyond.

Key Responsibilities

Membership

- Handle day-to-day administrative tasks for the department.
- Greet new members, send welcome materials, and schedule and host tours for prospective members.
- Track potential members through the process of joining.
- Answer member emails and calls

- Keep member records and the CRM database accurate and up to date.
- Pull together reports as requested.
- Get to know members and their needs and help connect them to CBE programs.

Events

- Track event budgets and process invoices.
- Ensure event materials are organized and available for use
- Staff events and Shabbat services 2-3 times per month
- Manage the logistics of the High Holy Days, and other holidays and festivals, alongside the engagement team.
- Provide strong support for the annual gala and other development events

Development Support

- Produce weekly donor reports
- Process donor acknowledgments on a weekly basis
- Use our CRM and mail merges to create call lists, call sheets and more.
- Perform some donor research

Qualifications

- Bachelor's degree (recent graduates are encouraged to apply);
- Comfort with Excel or Google Sheets, and eager to learn CRM and project management tools;
- Strong writing and communication skills;
- Friendly and comfortable welcoming people of all ages;
- Highly organized, with strong attention to detail;
- Able to juggle several tasks at once and shift priorities quickly;
- Takes direction well and reliably follows through on every assignment;
- A collaborative team player who can step into an established team, learn its systems, and contribute right away;
- Work, internship, or volunteer experience with events or administration is a plus
- Knowledge of or experience in the Jewish community is a plus;
- Willing to adjust hours for seasonal needs, and work on and during the High Holy Days
- Eager to be part of a staff culture built on trust, mutual respect, and inclusion.
- Excited to work in a progressive Jewish community that is widely diverse in background, practice, and political viewpoints.

Congregation Beth Elohim (CBE) is an equal opportunity employer. It is a violation of CBE's policies to discriminate against any applicant or employee on the basis of race, color, national origin, religion, age, sex, gender, gender identity or expression, sexual orientation, pregnancy, marital or family status, status with regard to public assistance, mental or physical disability, veteran status, or any other characteristic protected by law.