



Job Title: Administrative Assistant

Location: Albany, NY (On-site, in-office)

Schedule: Full-time (non-exempt) primarily business hours

Reports to: Director of Administration

Position Summary

Congregation Beth Emeth (CBE) seeks an Administrative Assistant to serve as the welcoming face and organizational backbone of the synagogue office. This role functions as the primary receptionist while providing essential administrative, financial, and programmatic support to clergy, staff, lay leadership, and congregants. The ideal candidate is highly organized, detail-oriented, warm, and professional, with the ability to manage multiple responsibilities in a dynamic community environment.

About Congregation Beth Emeth

Congregation Beth Emeth is the fourth-oldest Reform synagogue in the United States, with a proud 187-year history in the heart of Albany, New York. We are a vibrant, inclusive community representing the diversity of the Capital Region, including multigenerational and interfaith families, people at all stages of Jewish exploration, and those new to the area.

Our mission is to worship God in accordance with Reform Jewish values; to cultivate love and understanding of Jewish heritage; to strengthen Jewish community and connection to Israel and the Jewish people; and to emphasize learning, spirituality, personal responsibility, and social justice.

Work Schedule

- Monday - Friday business hours
- Occasional additional hours required for Jewish holidays

This is a fully **on-site, in-person position**, essential to direct engagement with congregation members.

Key Responsibilities

Reception & Front Office Management

- *Serve as office receptionist, including answering phones, monitoring the secure entrance, greeting visitors, and providing first-contact customer service in person, by phone, and via email*
- *Maintain a warm, professional, and helpful presence for congregants, visitors, vendors, and community members*
- *Ensure a tidy, welcoming, and well-organized front lobby, ensuring printed materials and handouts are current and attractively displayed, and managing the synagogue's lost and found.*

Mail & Financial Processing

- *Manage all incoming and outgoing mail, including coordination of bulk mailings*
- *Process daily deposits and collaborate with the bookkeeper to ensure revenue is coded appropriately*
- *Generate and distribute donation acknowledgements and notifications in a timely manner*

Vendor & Office Coordination

- *Work with the Director of Administration to schedule and communicate with office and building system vendors*
- *Organize and maintain the office copy room and kitchen, ensuring supplies are ordered and spaces remain neat and functional*
- *Maintain the front lobby's digital display in coordination with the Director of Engagement*

Records & Database Management

- *Update and maintain paper filing systems and online membership records*
- *Ensure accuracy, confidentiality, and proper documentation of member information*

Program & Event Support

- *Support synagogue programs and events by managing RSVP lists, working with vendors to make event-specific purchases and providing logistical assistance*
- *Coordinate with lay leadership to support community service initiatives and produce caring bags for bereavement and new baby welcoming*
- *Coordinate volunteers for mailings and other office projects*

Additional Duties

- *Perform other administrative responsibilities as needed to support synagogue operations*

Desired Knowledge, Skills & Qualifications

- Minimum of 2 years of experience in office administration
- Highly organized with strong attention to detail and quality
- Comfortable taking initiative while also taking direction
- Ability to maintain confidentiality and handle sensitive information with discretion
- Strong professional demeanor while remaining friendly and warm
- Enjoys working with diverse stakeholders in a community setting
- Knowledge of data and administrative management practices and procedures
- Strong computer skills and ability to self-train in new software platforms
- Demonstrated proficiency in Google Workspace and Microsoft Office Suite
- Prior experience with Canva and ShulCloud membership management platform preferred but not required
- Ability to sit or stand for extended periods and lift up to 25 pounds

Core Competencies

- Deep appreciation for mission-driven, values-based work
- Sound judgment, discretion, and professional demeanor
- Comfortable serving as a gatekeeper and managing boundaries diplomatically
- Proactive, systems-minded, and exceptionally detail-oriented
- Strong sense of ownership, accountability, and follow-through
- Ability to work collaboratively in a fast-paced environment with competing priorities

Compensation & Benefits

- **Compensation:** \$23–\$25 per hour, commensurate with experience based on a 37.5 hour work week
- Paid time off and paid holidays when the synagogue office is closed
- Health insurance available with employer contribution
- Complimentary temple membership (where applicable)

- Friendly, supportive, and mission-driven work environment
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Organizational Values & Expectations

- Cultural Competency & Belonging: Demonstrates cultural competency and actively contributes to an inclusive, respectful environment where all individuals feel a sense of belonging.
 - Ethical Conduct: Acts with integrity and professionalism, using sound judgment and adhering to ethical and confidentiality standards.
 - Customer Service: Provides timely, courteous, and solutions-focused service to internal and external customers.
 - Policies & Deadlines: Follows organizational policies and procedures while effectively managing time to meet deadlines and performance expectations.
 - Communication & Collaboration: Communicates clearly and works collaboratively with colleagues and stakeholders to support shared goals.
 - All employees contribute to the planning, preparation, and execution of major congregational events and initiatives (including, but not limited to, High Holy Days, membership renewal, garage sale, etc.), working collaboratively across departments as needed.
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EQUAL EMPLOYMENT OPPORTUNITY POLICY

Congregation Beth Emeth does not unlawfully discriminate in employment opportunities or practices on the basis of one's actual or perceived race; color; religion; sex/gender (including gender identity); creed; sexual orientation; marital status; pregnancy; ethnicity; national origin; ancestry; age; disability; citizenship status; arrest or conviction record (consistent with the provisions of New York State's Corrections Law); partnership status; familial status; military service; status as a victim of domestic violence; stalking or sex offenses; veteran status; genetic predisposition or carrier status; or any other characteristic protected by applicable law. Employment decisions at Beth Emeth are made in a non-discriminatory manner and are based on qualifications, abilities, and merit. As may be permitted by law, certain Beth Emeth positions will be filled by persons of the Jewish faith as a bona fide occupational qualification. Beth Emeth also prohibits, and will not tolerate, any form of retaliation or reprisal against any employee who reasonably and in good faith complains of discrimination or harassment or provides information in connection with any such complaint.

How to Apply

Please submit a resume and [cover letter](#) describing your qualifications and work history to **jobs@cbealbany.org** with “**Administrative Assistant**” in the subject line or submit a resume and cover letter on Indeed using this link:(to be added)

Applications will be reviewed on a rolling basis until the position is filled