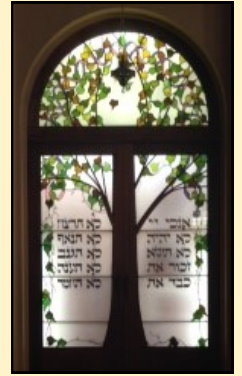


Congregation Beth Shalom

Our Mission Statement: We are a welcoming and inclusive congregation that celebrates engagement in Jewish values and traditions to enrich our lives, the community, and the world.



Small Reform Jewish Congregation Seeks Part-time Administrator

Job Title: Administrator

You Will Be Reporting To: The Board President, while working closely with the Rabbi, Office Manager, and Educator.

Location: Carmichael, CA

Hours: 20 hours per week, somewhat flexible. Our office is open M-F from 9:00 am – 3:00 pm; some evenings, occasional weekends and holidays required.

Unconditional Job Requirements:

- 2-3 years' experience in office or administrative setting
- Experience with the Jewish community
- Intermediate to advanced MS Office, Publisher, financial software, calendaring, HR liaison
- Proven clear thinker, well organized, level headed, solution oriented
- Self-starter, efficient, productive, works well with a team
- Not physical labor but must be able to lift 25 pounds for paper storage; occasional arranging of tables and chairs

Salary: \$18,000/year.

How to submit resume: To apply, please submit your resume with cover letter to Marlo Dewing, Administrator
Congregation Beth Shalom
marlodewing@cbshalom.org,