Special Assistant to the Rabbi

The Role

Working closely with Rabbi Amanda Russell, the Special Assistant to the Rabbi is responsible for supporting her in projecting warmth and ruach both at Beth Sholom and into the larger San Francisco community. While managing the day-to-day activities of the Office of the Rabbi, the position is broadly responsible for promoting an inclusive, growth-oriented and welcoming environment, in keeping with the values of the synagogue. The Special Assistant will learn to speak with the Rabbi's voice, engaging synagogue staff, Board, congregants and community on her behalf while demonstrating a commitment to Judaic values, equality and tikkun olam.

The position reports directly and solely to Rabbi Russell. This is a full-time, salaried position. Work hours are flexible, with the ability to work remotely one day each week. Given that the role supports the Rabbi, work on some evenings, weekends and Jewish holidays will be required.

Responsibilities

The Special Assistant to the Rabbi provides administrative and managerial support for Rabbi Russell, including:

- Managing her calendar
- Developing and monitoring budgets and assisting in the delivery of the Rabbi’s programs
- Responding to inquiries via phone and email
- Developing drafts of correspondence, communications and program documents
- Engaging with synagogue staff, Board, and congregants on her behalf
- Representing her in internal and external meetings as directed
- Organizing and assisting in the preparation of meetings, synagogue and professional events
- Assisting in the coordination of Jewish lifecycle events (e.g., birth, B’nai Mitzvah, marriage, death), and
- Taking additional steps to ensure Rabbi Russell’s success and, in turn, the success of the synagogue.

Education and Experience

- 5+ years of experience relevant to the position as an executive assistant or nonprofit manager
- Good working knowledge of Jewish practice, ritual, lifecycle events and values
- Strong computer skills (Word, Excel and cloud-based database systems);
- Fluent with communication technology (email, messaging, texting) and social media
- A track record of developing and managing budgets successfully
- Knowledge of Hebrew preferred but not required

Desired Attributes

- Is passionate about details, organization and timely follow-through
- Is an outstanding planner
- Has strong communication skills – both verbal and written
- Creates a warm, collaborative relationship with coworkers, congregants and the community
- Has a well-developed sense of humor