



Job Announcement

Title: Community Engagement & Administrative Coordinator, Lehrhaus Judaica (www.Lehrhaus.org)

City: Berkeley

State: California

Job Type: This is a full-time, in-office position, with no options for telecommuting.

Key Words: Office Manager, Jewish Communal Leader, Customer Service, Administrator

Description: Lehrhaus Judaica seeks a dynamic, reliable individual to serve as the Community Engagement & Administrative Coordinator. A focal point of the Community Engagement & Administrative Coordinator's efforts will be to serve as an ambassador and concierge to the diverse Jewish community that we serve. The individual in this role will serve as the first point of contact for participants, build relationships, and collaborate with a cohesive team of professionals and lay leaders. Flexibility, depth of learning, relational, dialogical: these are all hallmarks of Lehrhaus Judaica and its work. It is an exciting time to join Lehrhaus' staff as we rebrand, reposition -- and even re-name -- Lehrhaus Judaica as an organization that builds inclusive communities, through learning and ritual, which inspire personal connections with Judaism.

What You'll Do:

- Serve as an ambassador and concierge to all constituents via phone, email, and in person
- Facilitate the complete course registration process while providing excellent customer service
- Correspond with students about class changes, cancellations, and other pertinent class information
- Process student refunds and credits
- Facilitate the production of course readers and other educational materials
- Answer phones, make copies, order supplies
- Support bookkeeping workflows and make bank deposits
- Manage and maintain file structure for both electronic and paper files

- Support Executive Director and Chief Operating Officer with scheduling, correspondence, and creating reports and documents
- Coordinate quarterly board meeting logistics and prepare materials
- Coordinate staff and board appreciation – track birthdays, order gifts, etc.
- Ensure upkeep of the office space in coordination with building facilities manager
- Make requested updates to website and course catalogue
- Support Associate Directors and Chief Program Officer in coordinating events and planning logistics, including food, security, technology, etc.
- Coordinate events in partnership with other organizations

What You've Accomplished:

- Proven success in customer service and administrative roles
- Experience working with diverse communities
- Desire to work closely with a small team

What You'll Bring to the Job:

- An approachable, engaging personality with outstanding interpersonal skills and can-do attitude
- Excellent customer service skills
- Ability to work both independently and as part of a team and to prioritize and handle multiple assignments smoothly
- Superb and effective organizational and time management skills
- Creative problem solving, proactive communication, and collaboration
- Comfortable with technology and with learning new systems
- Excellent verbal and written communication skills
- Knowledge of, and experience with, the Bay Area Jewish community is a plus, but not required

What You'll Receive:

- A competitive salary that is commensurate with experience
- A comprehensive benefits package, including health and dental insurance, Flexible Spending Account, generous PTO package, and Long Term Disability Insurance
- Professional development, mentoring, and skill building opportunities

About Lehrhaus Judaica: We are a unique entity within the Bay Area, and likely, within the United States. Serving over 1,500 adults annually, we are the most extensive organization providing lifelong Jewish learning within the region that is staunchly committed to non-denominational pluralism. We welcome Jews and non-Jews of all backgrounds to learn together in the same settings, and we consistently offer over a hundred learning experiences a year, at dozens of sites throughout the Bay Area. Our diverse modes of learning and our activities include seminars; language study; Kevah Groups; small circles studying Talmud, Zohar, and Jewish Thought; museum exhibits; daylong public events; study tours throughout the world; and publications of books and study guides. Inspired by

Franz Rosenzweig, the founder of the German Lehrhaus, and his Lehrhaus colleagues, Martin Buber and Abraham Joshua Heschel, we believe that the highest level of learning occurs when student and teacher exchange places in educational settings -- many Lehrhaus participants have become facilitators of our programs -- and when questions become more important than answers. We serve non-synagogue affiliated adult learners through our programs, and we have also functioned as the adult education provider for area synagogues and their congregants. We collaborate with JCCs, the JFCS Holocaust Center, synagogues, museums, and other Jewish institutions across nine counties in order to meet the educational needs of our fast-growing, highly diverse community.

To Apply: Please email a cover letter and resume to Jaimie Baxter (jaimie@lehrhaus.org) Chief Operating Officer of Lehrhaus Judaica.