



Office Manager Position

The Organization

Bet Alef Meditative Synagogue is an independent, inclusive spiritual community of 100+ households in Seattle, WA, practicing an evolving Judaism as a path to awakening. We foster a Jewish spirituality for all ages that supports each individual, is realized in community and manifests itself in our world as peaceful acts of compassion and love. Bet Alef is striving to create an evolutionary community that mirrors this purpose, both for those in the Seattle area and for those who connect with us online. For staff, that includes a holistic blend of flexibility that is family friendly, with a "bring-your-whole-self-to-work" environment. We also like to have fun!

Job Description

Bet Alef is seeking an experienced leader to fill the role of Office Manager (O.M.). Working closely in partnership with our Rabbi and Board, the O.M. is responsible for overseeing the administrative side of our community, including communications, membership, fundraising, programming, and finances, as well as providing support to lay leaders & volunteers. Having a deep understanding and commitment to Bet Alef's mission is key. This is a 30hr/week position, most of it working remotely.

Knowledge, skills and abilities:

- Bachelor's Degree and a minimum of 3 years administrative management experience required; in non-profit organization(s) preferred.
- Strong financial/accounting skills.
- Ability to juggle multiple responsibilities.
- Highly organized with excellent attention to details.
- High personal and professional integrity.
- Excellent communication skills, both oral and written.
- Ability to build appropriate partnerships with Rabbi, Staff, Board, committees, and other volunteers.
- Knowledge of Jewish traditions, practices, holidays, life cycle events.
- Proficiency with Microsoft Office & Google G Suite, OneDrive, Zoom, and QuickBooks required. Familiarity with MailChimp, database management tools; ShulCloud or other non-profit CRM systems preferred. Proficiency or willingness to learn WordPress, Vimeo/Livestream and basic social media platforms practices necessary.

How to apply

Interested Candidates may request a more detailed job description, and/or send resume and cover letter to Jobs@BetAlef.org

Salary \$25-\$30 per hour based on experience. This is a non-benefit position beyond paid training, a great working environment, paid vacation & flexible personal time.