Congregation Agudath Israel

Title: Operations Assistant

Location: 20 Academy Road, Caldwell, NJ 07006

Job Type: Part-Time

Compensation Type: Hourly  Wage: $16 - $18/hour

Start Date: 7/31/2017

Job Description: Congregation Agudath Israel (CAI) is currently seeking a part-time Operations Assistant (Coordinator). CAI will rely on a motivated and professional individual who enjoys interacting with people of all ages and getting their hands dirty; epitomizes the term “multi-tasker”; is flexible and able to shift gears at a moment’s notice yet return to a project and see it through completion. Candidate will provide excellent customer service to congregants, vendors and professional staff and Board of Directors.

Hours: Approx. 18 - 20 hours per week. Weekly schedules are determined based on facility/programming needs and may change. Regular weekend, evening and holiday work is required.

Primary Responsibilities:

- Oversee and be main point person for private functions
- Provide great customer service. Maintain an approachable and friendly demeanor even under pressure
- Serve as an emergency contact
- As necessary coordinate with Caldwell Police department during drills
- Check that all facilities are in good working condition; coordinate with the Operations Manager, staff and appropriate vendors to resolve physical issues at the facility
- Coordinate with the maintenance crew to ensure all facilities are properly cleaned and prepared for daily programming. Will fill in if needed
- Under directive of Operations Manager, supervise set up and progress and clean-up of programming and events
- Communicate with congregants/staff to ensure the needs of their event are met
- Work with all departments of CAI including ECC, Religious school and Office staff
- Enforce the safety rules and policies of CAI are enforced

Qualifications:

- Exceptional interpersonal skills and patience
- Can work with people of all ages
- Organized “juggler”, able to manage and prioritize tasks
- Have solid organizational skills
- Have a “no job too small” attitude with strong attention to detail
- Reliable, punctual and professional at all times
- Technologically savvy including, but not limited to computers, including Excel and Word
- Have the ability to learn new software and A/V equipment
- Willing to physically set and clean up after events as needed and able to lift 50 lbs.
- Take initiative but also accept direction and seek guidance appropriately
**Application Instructions:** Submit cover letter and resume to mnatter@agudath.org.

**About the Organization:** Congregation Agudath Israel is a warm, active and inviting 920 family member synagogue.

**Disclaimer Information:** Congregation Agudath Israel is an equal opportunity employer M/F/D/V.