Temple Emanu-El

Job Description

**Position Summary:**

The Administrative Assistant is an integral part of the Membership Team of Temple Emanu-El, assisting in maintenance of the database, correspondence and support of members.

This position works closely with the Director of Member Relations, supporting many aspects of the membership department. Experience in database manipulation and literacy in Microsoft Word and Excel are required; knowledge of Blackbaud Raisers Edge is preferred, but not required. This role required attention to detail and excellent organization skills. Key responsibilities include data entry, managing small projects, mail merges and other letter preparation, and other support duties for the membership department. This person must be able to maintain confidentiality and have exceptional interpersonal skills while working cooperatively with staff and members. Ability to work independently on a variety of projects simultaneously and manage deadlines is also essential.

This job will be 20 hours per week, preferably divided between 5 weekdays but with flexibility on the times as long as it is between 9am-5pm. We are located at Northwest Highway and Hillcrest.