



## Administrative Assistant (Full-Time)

Isaac M. Wise Temple, Cincinnati

### About Isaac M. Wise Temple

Wise Temple is a vibrant and inclusive Reform Jewish congregation located in Cincinnati, Ohio. Rooted in a rich history and inspired by progressive values, Wise Temple fosters spiritual growth, lifelong learning, and meaningful community engagement. Through dynamic programming, dedicated clergy, and strong lay leadership, we seek to create a welcoming environment where individuals and families can connect deeply with Jewish tradition and with one another.

### Position Summary

This Administrative Assistant role focuses on providing comprehensive operational, administrative, and logistical support for Kehillah, our religious school, throughout the year, along with broader administrative support for the organization. This role works closely with the Director of Education, Executive Director, Finance, Administrative, and Facilities teams to manage student registration, faculty onboarding and payroll, classroom setup, weekly program logistics, and major events such as faculty orientation and Consecration. The ideal candidate is highly organized, detail-oriented, outgoing and comfortable balancing ongoing weekly responsibilities with seasonal planning, ensuring that teachers, students, and families are supported and programs run smoothly.

### Hours

Full-time, requiring Sunday hours when Kehillah is session (25-30 weeks per year), moving to M-F business hours when school is not in session.

### Responsibilities

- Serve as a welcoming point of contact for temple families, teachers, students, staff, and guests in person, by phone, and via email
- Provide administrative and correspondence support to rabbis and staff
- Provide on-site support during Sunday Kehillah, including regular communication with parents via text and email
- Collaborate with the Director of Education to:
  - Manage Kehillah/Hebrew School registration, enrollment, and class assignments using Salesforce; prepare rosters, attendance sheets, and related materials
  - Coordinate classroom setup, turnover, inventory, and supplies in collaboration with the Director of Education and Facilities Manager
  - Support teaching faculty by preparing contracts, collecting tax forms, running background checks, coordinating substitutes, and processing payroll
  - Support faculty orientation, including preparation of materials, ordering food, and day-of assistance



- Order, distribute, and maintain classroom, office, and First Aid supplies; prepare weekly materials such as photocopies and equipment
- Prepare and submit monthly payroll and credit card expense reports in coordination with the Finance Department
- Maintain databases, generate reports, and prepare documents using tools including Microsoft Suite, Salesforce, PowerPoint, SignUpGenius, Constant Contact, Zoom, and SurveyMonkey
- Coordinate field trips and special programs, including transportation, waivers, vendors, and rosters
- Support Consecration logistics, including registration tracking, vendor coordination, materials ordering, service preparation, and family assistance

### Qualifications & Skills

- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook) and broader digital and office equipment
- Minimum of two years of administrative experience
- Ability to maintain confidentiality and exercise sound judgment
- Highly organized with strong attention to detail and accuracy
- Ability to manage multiple priorities and remain calm under pressure
- Self-directed while also able to collaborate effectively as part of a team
- Strong interpersonal and communication skills, with compassion and empathy
- Outgoing and comfortable serving as a first point of contact for the organization via phone, email, and in person
- Comfortable interacting with individuals at all levels of a relationship-centered organization
- Quick learner with interest in adopting new tools, systems, and processes
- Flexible, patient, and willing to ask questions and seek support when needed

Compensation: \$50,000 - \$60,000, commensurate with experience.

Employment contingent upon successfully passing a background check.

Please forward a cover letter and resume to Jeff Stern, Executive Director: [careers@wisetemple.org](mailto:careers@wisetemple.org).

*It is the policy of Isaac M. Wise Temple that applicants for employment and employees will not be discriminated against in any terms or conditions of employment because of race, color, sex, marital status, pregnancy, religion, veteran status, national origin, ancestry, age, physical or mental disability, medical condition, sexual orientation or any other protected characteristic under federal, state or local law that is not a bona fide occupational qualification for a particular job.*

Learn more about career opportunities at Wise Temple:

[www.wisetemple.org/about/wise-careers](http://www.wisetemple.org/about/wise-careers)