

Temple Beth Am
Youth Engagement Religious School
www.tbam.org/yers
5950 N. Kendall Drive, Pinecrest, Florida

Temple Beth Am is a nurturing and caring Reform congregation committed to Jewish continuity, life-long education, spiritual renewal, life-cycle transitions, Shabbat and holiday celebrations.

We are looking for an **Administrative Assistant and Registrar** for the Youth Engagement department. The Administrative Assistant/Registrar is responsible for assisting the Director of Lifelong Learning by handling office tasks and projects. As the Registrar, candidate will also need to handle all tasks related to the different program enrollment, and tuition fees.

This position interfaces with all education – both formal and informal learning and programming – pertaining to children Pre-K through twelfth grade, including, but not limited to: Religious School, the Teen Community, youth groups, fundraising projects, and other projects/programs as needed.

Highlights of Duties

All duties associated with the enrollment of students and maintenance of students' records

- Set up the enrollment for school year, including payment forms and completion of records
- Assist parents in the enrollment process
- Process tuition fees, in consultation with Temple's Finance Director
- Provide Director with reports as needed
- Maintain school directory, class and allergy lists
- Maintain content database system

School related responsibilities

- Order supplies for professional development meetings, weekly school snacks and meals, class supplies including books and materials, family education and special programs
- Be the office point person and liaison for the Confirmation service and celebration
- Maintain RSVP lists on school programs, including YERS board and youth fundraisings
 - Answering incoming calls, schedule appointments, and greet visitors
 - Be the face of YERS
- Keep accurate records and submit to bookkeeping when needed

Ideal Candidate will have 4 plus years' experience in office administration, able to work independently, have a friendly and professional disposition and excellent written and verbal communication skills.

Knowledge of Hebrew and Judaism is preferred.

Religious School Work Experience A Plus

We offer competitive Health, Dental, and Retirement Benefits. EOE

Please email resume to Tamara Donnenfeld, tdonnenfeld@tbam.org.