



## **Assistant to Rabbi**

### POSITION SUMMARY

The Assistant to Rabbi will assist the rabbi in developing service programs, emailing correspondence to congregants and committee chairs, copying programs and study brochures and setting up for Shabbat services. The Assistant will from time to time help with office filing, membership database maintenance and temple mailings. This is a part-time position at 10-14 hours per week. Position is open until filled.

### ABOUT CONGREGATION BETH SHALOM

In 1981, a small group of Bozemanites first met to celebrate Passover, the Jewish holiday commemorating our liberation from bondage in Egypt. We've been coming together ever since to share holiday meals, religious services, and special events. Our small Jewish community has now grown to well over one hundred members. In 2001, Congregation Beth Shalom found a permanent home at 2010 West Koch Street in Bozeman. Everyone pitched in to remodel the new space into a beautiful sanctuary and facility for holiday gatherings and religious school. At Beth Shalom, we take great pride in our children's programs. Utilizing curriculum, crafts and music, our volunteer staff provide instruction to our children on Jewish heritage, bible stories, and Hebrew language. During the summer, we offer a children's camp on Israel taught by Israelis. We celebrate the full range of life-cycle events, baby naming ceremonies, bat mitzvah and bar mitzvah, weddings, and memorials. In addition to Friday and Saturday Shabbat services, we celebrate the Jewish holidays with special productions, a Hanukkah play, Purim party and Sukkah decorating. Congregation Beth Shalom is a member of the Union of Reform Judaism.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### **General Office Duties**

- Prepare, proof and copy all temple service programs and song books
- Create and maintain rabbi office files
- Set chairs and prayer books for services
- Answer all phone calls and emails promptly; provide a professional initial contact
- Proof, edit and email weekly email to congregation
- Make calls, conduct internet research and prepare correspondence at Rabbi request

## QUALIFICATIONS

- Proficiency with Microsoft Outlook, Word and Excel. Internet research skills. Familiarity with html and design is desirable, but not required. Willingness and ability to learn how to use new software
- Self-motivated with ability to operate with little supervision; reliable and conscientious
- Excellent verbal and written communication skills. Must be professional and courteous.
- High levels of discretion, sensitivity, and good judgment
- Detail oriented

## HOURLY PAY

- \$10.00/ hour
- 10-14 hours a week – preferably broken into 2 or more days. Friday MUST be one of those days. There will be weeks in which more than 14 hours of time is needed. There will also be several weeks at the Rabbi's discretion in which you will not work at all.
- We cannot offer benefits or paid vacation at this time

## How to Apply

Send an email with letter of introduction, resumé, and three references with phone numbers to [cbshalom@qwestoffice.net](mailto:cbshalom@qwestoffice.net) no later than Monday, May 4, 2009.

Position will close when filled. For more information about Congregation Beth Shalom and our new rabbi, go to <http://www.bethshalombozeman.org/index.php>

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### ***Limitations and Disclaimer***

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. All Job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. The job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws. Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.