



PARK AVENUE SYNAGOGUE

JOB TITLE:

Executive Assistant

DESCRIPTION OF PARK AVENUE SYNAGOGUE:

Park Avenue Synagogue (PAS) is one of the largest Conservative congregations in North America. Located on Manhattan's Upper East Side, the synagogue includes a staff of more than 180 talented individuals, who, together with our world-class clergy team, serve a membership of over 2,000 households. Our thriving Adult Programming, Penn Family Early Childhood Center, Congregational School, Youth, and Young Family Education departments provide high quality and inclusive Jewish educational, social, and worship opportunities to our members and the community at large.

DESCRIPTION OF JOB:

The Executive Assistant provides high-level administrative and operational support to the Executive Director and the departments under their supervision, including Human Resources, Finance, Facilities, AV, and Marketing and Communications. This role manages complex calendars, coordinates meetings and events, and serves as the primary liaison between the Executive Director, Board Officers and members, clergy, staff, and the broader community.

The Executive Assistant also plays a key role in supporting the 75-member Board of Trustees and assists in the planning and execution of High Holidays and other synagogue-wide programs. The position requires discretion, excellent communication and organizational skills, attention to detail, and the ability to manage multiple priorities in a fast-paced environment. A high level of professionalism and a strong commitment to service are essential.

RESPONSIBILITIES:

Administrative Support

- Manages the Executive Director's daily calendar, aligning scheduling decisions with priorities, timelines, goals, and urgency.
- Oversee all meeting logistics with close attention to detail, including confirming attendance, clarifying the meeting format (in-person, Teams, or Zoom), sharing relevant links, and notifying participants of any delays involving the Executive Director.

- Prepare, process, and track reimbursements, invoices, and other administrative forms for multiple team members and departments.
- Partner with the Executive Director and/or Chief of Staff to draft, edit, and proofread internal and external correspondence, reports, and presentations.
- Manages the staff workroom, maintaining accurate supply inventory and ensuring items are replenished as needed.

Board Liaison

- Manage board and committee meetings, including scheduling, logistics, and preparation of agendas. Track RSVPs and manage attendance.
- Serve as a primary point of contact between the executive office, board members, and other key stakeholders on board matters.
- Prepare and distribute board materials and meeting packets in a timely manner.
- Maintain and update Board lists, including honoree lists, contact information, and committee assignments.
- Manage the execution of the synagogue's Annual Meeting.

Project & Communication Management

- Support cross-functional projects and strategic initiatives as directed by the Executive Director.
- Support the Human Resources department with administrative tasks, employee communications, and HR process coordination.
- Provides backup support to administrative and operational staff, including assistance with Finance Committee, Marketing Committee, and other departmental meetings as needed.
- Anticipate needs and proactively resolve administrative or logistical issues on behalf of the Executive Director.
- Ensure timely follow-up and coordination of tasks across departments.
- Collaborate with the Chief of Staff to coordinate logistics for events such as funerals, brises, and other synagogue programs and gatherings in support of the Executive Director.
- Assist with the coordination and logistics of High Holiday (HHD) services and related events.

QUALIFICATIONS:

- 5 plus years of proven and significant experience supporting senior C-Level executives with a complex calendar and diverse set of priorities and stakeholders, preferably within a mid-size non-profit organization.
- Exceptional multitasking and problem-solving skills.
- Critical thinking skills and ability to work and problem-solve proactively and independently.
- Willingness to pitch in and take action, a “can do” attitude.
- Proven ability to anticipate needs and take initiative.
- Prioritization and workload management skills, including being able to prioritize tasks in a fast-paced environment and complete projects.

- Excellent verbal and written communication skills, including experience communicating with senior level executives.
- Self-motivated and detail-oriented with excellent organizational skills.
- Technologically savvy, including proficiency with Microsoft Office, Adobe, and other programs.
- Working knowledge of Salesforce is a plus.
- Strong business acumen and ability to learn business and functional priorities and timelines. Strong discretion and confidentiality.
- Bachelor's Degree is required.

COMPENSATION/BENEFITS:

The starting salary for this position is \$80,000. The final salary is negotiable and will be determined based on several factors, including your experience, education, training, skills, and overall fit for the role. As a valued member of the PAS team, you will also be eligible for our comprehensive benefits package, which includes medical, dental, and vision insurance, retirement savings plan, life insurance and paid family and medical leave.

HOW TO APPLY:

Please send your resume and a detailed cover letter to jobs@pasyn.org, Attention: Director of Human Resources