



Pardes Mission: Pardes Jewish Day School prepares students to become outstanding members of society through a rigorous secular and Judaic education, a nurturing community, and a foundation in Reform Judaism that welcomes all Jewish traditions.

POSITION:

**Front Office Assistant
2022-2023**

REPORTS TO: The Office Manager; 9 months - September 1 - May 30, Part-time, 15 hours weekly; a time sheet employee; \$20 per hour

ESSENTIAL REQUIREMENTS, DUTIES, AND RESPONSIBILITIES:

- Provide administrative assistance to the Office Manager
- Act as the receptionist in her absence or as needed
 - Cover receptionist lunch
- Complete daily/regular duties including but not limited to:
 - Daily attendance
 - Maintain faculty calendar, enter calendar items in Veracross for publication on Portals
 - Greeting prospective families and connecting them to the admission office
 - Assist with student drop-off, pick-up and lunch delivery when necessary
 - Manage field trips, including but not limited to: creating and logging permission slips and arranging transportation
 - Handle all logistics when faculty or administration attend out-of-town conferences, including but not limited to registering participants, research and book flights, ground transportation and hotel accommodations
 - Order office supplies and maintain and organize faculty workroom and office supply storage areas
 - Perform other duties as assigned by the Office Manager or the Head of School.

ADDITIONALLY, SUCCESSFUL CANDIDATES WILL DEMONSTRATE:

- An engaging presence for visitors
- A strong desire to be part of an innovative, collaborative team
- Strong organizational skills
- Able to appreciate working in a Jewish Day School

OTHER REQUIREMENTS:

- Must be able to pass an initial fingerprint and background clearance check and maintain a valid fingerprint clearance card at all times
- May be required to work outside normal working hours.
- May be required to travel to perform work functions.
- May be required to lift and carry heavy, bulky supplies and materials weighing up to 20 pounds.

Interested applicants should submit a current resume and contact information to Susan Blease, Assistant to the Heads of School, at sblease@pardesschool.org

Pardes Jewish Day School, as an equal opportunity employer, does not discriminate in its hiring of employees on the basis of race, color, sex, sexual orientation, religion, creed, national origin, citizenship, marital or veteran status, age or disability. We actively seek diversity among faculty and administration as well as among students.