

Office Administration Internship (Paid)

(Part-time)

Temple Beth Israel (TBI) is a Progressive Jewish congregation which provides a spiritual community through a contemporary approach to Jewish practice and a commitment to Jewish tradition, culture and education. As well as the synagogue, TBI comprises the TBI Tamid program (providing Jewish tuition for children who do not attend Jewish schools), the Netzer youth group, and an ever growing number of diverse volunteer and learning groups. TBI has links with the Progressive Jewish Cultural Fund, the Council for Jewish Education in Schools, Progressive Judaism Victoria and the Union of Progressive Judaism. In the general community, TBI relates with many religious, health, educational, and social service organizations and actively participates with them.

Organisation Structure

This position reports to the Executive Director.

Overview

This role will manage our adult education programme, as well as provide general office organisation & management support, including reception. We will provide you with on-the-job learning opportunities, and plenty of team interaction to help you succeed.

Hours of Work

Tuesday - Friday, 20 hours per week by mutual agreement.

Key Responsibilities

- Adult education course administration.
- Communication with students, faculty and administration staff.
- Assistance with coordination of events.

Required Competencies

- A strategic, abstract thinker with strong collaborative skills.
- An enthusiastic outlook with a willingness to learn.
- A dedication to providing excellent service.
- A commitment to maintaining confidentiality.
- Demonstrated maturity and integrity.
- Competency in MS Office Suite
- Competency in social media management.
- Competency with online calendars.
- A service focus with a positive, proactive and responsive approach to community needs
- Current Victorian driver's licence.

Please direct enquiries or submit applications (including CV) to:

Mike Gregory (Executive Director)

info@tbi.org.au