

Religious School & B'nei Mitzvah Administrator – Temple Emanuel (Kensington, MD)

Temple Emanuel, a warm and vibrant Reform Jewish congregation, seeks a **Religious School Administrator** to support our Religious School, Youth, and Inclusion programs and serve as a key liaison for families, staff, clergy, and lay leaders. The Administrator manages day-to-day operations of the Religious School, coordinates communications and logistics for programs and events, and oversees administrative details for B'nei Mitzvah. This role is ideal for someone who is organized, personable, and enjoys building community in a fast-paced, team-oriented environment.

Key Responsibilities

Manage Religious School operations, including registration, attendance, payroll, databases, and calendars.

Coordinate and support Religious School events, field trips, retreats, and family programs.

Onboard, support, and assist teaching staff with materials, setups, and ongoing needs.

Prepare and send weekly communications to parents and staff; coordinate snacks and dinners.

Support clergy with scheduling and logistics for B'nei Mitzvah, including family communication, certificates, handbooks, Torah portions, and service preparation.

Assist Youth and Inclusion programming through logistics, materials, and communication.

Collaborate with staff, clergy, and committees to ensure Religious School alignment with synagogue programming.

Provide general office support including welcoming visitors, answering phones, and helping with Temple-wide activities.

Qualifications

Familiarity with the Jewish calendar, holidays, and synagogue life preferred (candidate need not be Jewish)

Team-oriented, personable, and enjoys engaging with congregants

Flexible, dependable, and organized; able to complete work in a timely manner

Creative self-starter with initiative and sense of humor

Proficient in Microsoft Office; quick to learn new technology

Strong communication skills and attention to detail

Event planning and administrative experience preferred

College graduate encouraged, but not required

Salary and Benefits

\$55-60K depending on experience

Complimentary family membership to Temple Emanuel

Paid personal leave

Office closed on Jewish Holidays

Health and life insurance (employer contributes to premiums)

Paid federal holidays (when not overlapping with Jewish closures)

Family-friendly work environment

Submit resumes to lnaide@templeemanuelmd.org.