

Do you crave a work environment where laughter and collaboration are encouraged? Work should not be a chore! Join us and experience a workplace that feels less like work and more like an exciting adventure filled with opportunities for personal and professional growth.

Gan B'nai Shalom Preschool and Congregation B'nai Shalom Religious School are looking for a talented and outgoing individual to join our front office team. We believe that early childhood education sets the foundation for a lifetime of learning. Our center is known for its friendly and inclusive atmosphere, where children are encouraged to explore, learn, and grow. Our Religious School serves our next oldest members, from K-7th grade, offering a twice-weekly supplemental program focusing on values, culture, holidays, and Hebrew language. We are committed to fostering a positive and supportive workplace culture that values teamwork, flexibility, and personal development.

We are seeking a highly motivated and compassionate individual to join our team as an Educational Office Administrator. This is a vital role that supports the smooth operation of our administrative processes, ensuring efficient communication between parents, staff, and management. You will play a crucial part in creating a welcoming and organized environment for our preschool (75%) and our religious school (25%) community.

#### Job Responsibilities

- Maintain student health and attendance records
- Maintain order and payment records for ongoing purchases and special projects
- Assist Directors in daily operations and special events
- Assist and support the teaching staff
- Greet parents and visitors with excellent interpersonal and communication skills, with the ability to maintain a friendly and professional demeanor in all interactions

#### Benefits

- Competitive salary in the range of \$20-\$24 per hour depending on experience
- Flexible full-time work schedule
- Healthcare benefit account
- Paid vacation and extra holidays
- Professional development opportunities to enhance your skills and knowledge in the field of early childhood education and/or Jewish education
- Supportive and collaborative work environment that values work-life balance.
- Opportunity to make a positive impact on the lives of children and their families

#### Desired

- Ease with word processing, spreadsheets, and communication technologies; creative design a plus
- ECE credits a bonus

If you are a dedicated and friendly individual with a passion for an educational environment, we would love to hear from you! Please submit your resume to [skirsch@bshalom.org](mailto:skirsch@bshalom.org)

*Congregation B'nai Shalom is an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees and applicants*