

POSITION OPENING

Synagogue Director - Congregation Kol Ami in Salt Lake City, Utah

We are seeking a dynamic, organized leader to manage our office and to enrich our vibrant and exceptional community. Our Synagogue Director will support the myriad viewpoints and religious expressions within our congregation, which is affiliated with both the United Synagogue of Conservative Judaism and the Union of Reform Judaism. Our membership is diverse and inclusive with single, married, interfaith, and same-sex families spanning a broad range of professional occupations. Congregation Kol Ami was established 42 years ago and today has more than 350 member-units and our outstanding religious school has about 185 students. We are proud to provide both Reform and Conservative services as well as adult and youth education programs, social action activities, concerts, and many other opportunities for socializing. We are a deeply caring community; our Mitzvah Network includes our entire membership and we work tirelessly to support all our members.

Position Summary and Responsibilities:

The Synagogue Director serves as the administrator of the congregation. The Director provides the day-to-day management of administrative affairs, and has direct supervisory jurisdiction over all administrative, clerical, and building maintenance personnel. The Synagogue Director is responsible for implementing the policies of the Board of Trustees and serves as an ex-officio member of the Board of Trustees and the Executive Committee.

Under the direction of the President of the Congregation and in close consultation with the Rabbi, Cantor, the Religious School Director, as well as other Officers and Chairs of the appropriate committees; the Synagogue Director is responsible for assuring the performance of the following functions:

1. Manage and coordinate Synagogue programs and activities
2. Supervise, train, and evaluate office and custodial personnel
3. Support membership growth
4. Serve as a Resource for the Board and Board Committees
5. Maintain the synagogue property and building in good condition
6. Actively participate in assuring the Synagogue's financial health

Required Education/Background:

- Bachelor's Degree
- Three or more years' experience in an administrative management
- Demonstrated proficiency with computer including Word, Publisher, Excel, QuickBooks, database management, internet, and e-mail
- Understanding of Jewish rituals, traditions, religious observance and holidays
- Excellent organizational, communication, and interpersonal skills
- A proven track record of providing excellent management and customer service skills

Salary and Benefits: Competitive and commensurate with experience
To Apply: Please forward resume and cover letter to Daniel Burman, President
E-mail: danny@conkolami.org or Fax: 801-484-1162
Timeline: Submissions are due by December 15, 2012