

Job Description for Administrative Assistant at LPS

- To send, receive and respond to emails intended to maintain contacts with the LPS membership and broader community. This includes such things as reminders of community or LPS events weekly Shabbat bulletin, enquiries directed to info@lakeparksynagogue.org, record rsmps for events (such as LPS Shabbat dinners, etc.).
- To maintain a database that tracks recurring visitors, membership birthdays, yortzeits, life cycle events, volunteerism, donations, etc.
- Provide assistance upkeeping and updating shul website.
- Oversee the production of printed LPS mailing (Seasonal Bulletins, Calendar, etc.).
- Maintenance of shul's sick list with follow-up calls etc.
- Computer related (special request printed materials such as labels or seat reservations, developing standard donation and new membership letters, etc) and other secretarial responsibilities (answering phone and taking messages).
- Aiding in updating social media connectivity with members and broader community (Facebook, Twitter, etc.).

Job entails 15 hours a week at \$10/hour, afternoons preferred.