

Job Title: Administrative Assistant
Reports To: The President(s) and Rabbi
Located at: Leo Baeck Centre 37 Harp Rd East Kew 3102

THE LEO BAECK CENTRE

The Leo Baeck Centre (LBC) is a Progressive Jewish community based in Kew East, Victoria, Australia. We are a vibrant, friendly and inclusive congregation servicing Melbourne's eastern suburb (see lbc.org.au).

We are seeking someone with the right mix of skills to assist on the LBC administration team in our small office.

JOB SUMMARY

The Administrative Assistant's role will include general reception duties, support of centre management, and maintenance of the Leo Baeck Centre website and/or promoting activities and messaging through social media platforms.

KEY RESPONSIBILITIES

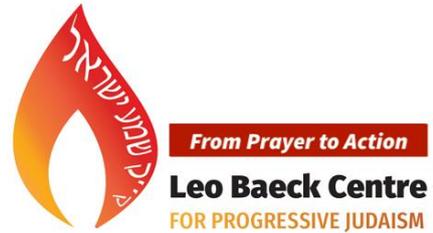
1. Support management of the Centre's facilities, including managing maintenance, inspections, and rental.
2. In conjunction with any event organiser, Committee or Group member or staff, assist in the planning, organisation, management, and promotion of events through both digital (e.g. homepage, Facebook, YouTube) and print media.
3. Manage the LBC website, ensuring it is current and accurate.
4. Provide support for Committee of Management in planning and running regular meetings, including preparing papers for the meetings.
5. Support the Rabbi when requested.
6. Manage weekly electronic communication to members.

KEY SELECTION CRITERIA

1. Ability to work both independently and as part of a team
2. Good written and verbal communication skills
3. Computer literacy, including intermediate level of proficiency with Microsoft Office and experience using databases
4. Basic design skills for advertising events
5. Familiarity with social media
6. Skills in developing marketing plans, event design and promotion

DESIRABLE CRITERIA

1. Knowledge of Judaism and the Melbourne Jewish Community
8. Familiarity with Hebrew script
2. Some competence with website design and maintenance, in particular WordPress
3. Knowledge of electronic event design and promotion such as
 - YouTube



- TryBooking events management
- 4. Familiarity with Google calendars
- 5. Some experience with membership databases, such as ShulCloud
- 6. Experience working in a small-not-for-profit environment

HOURS OF DUTY

10 to 15 hours per week, with the requirement to be in the office Mondays to Wednesdays. There may be a requirement to work extra hours during periods of high activity.

SALARY

Remuneration will be based on the Clerks - Private Sector Award.

TO APPLY

Email your covering letter, CV and contact details for two referees to office@lbc.org.au. Your letter should address the key selection criteria. Include "Administrative Assistant Position" in the subject line of your email. Applications close at 3pm on Friday 5 November 2021. For further inquiries contact Deborah on 0451 600 805.