Mayyim Hayyim Administrative Director (full-time)
$41,500 - $50,000
Please submit cover letter and resume (PDF only) to jobs@mayyimhayyim.org

This position administratively supports the essential components of Mayyim Hayyim.

Mayyim Hayyim Living Waters Community Mikveh and Paula Brody & Family Education Center is a welcoming, innovative, growing mission-driven organization serving the Jewish community of greater Boston, as well as national communities. Services include ritual immersion for traditional purposes and transitional life moments, educational programs, volunteer opportunities, and consulting services.

Essential Job Functions

Bookkeeping Support
- Liaise to outsourced service provider who manages and prepares all bookkeeping and financial reports using QuickBooks. Send weekly set of information including payroll, payables, donations, and cash receipts in a thorough and timely manner
- Review financial reports for completeness and accuracy
- Process online donations and maintain expense reporting

Donor Data Management
- Manage and maintain database (Salesforce), including updating all donations, events, immersions, new visitors
- Prepare and mail donor acknowledgment letters
- Maintain individual and organizational memberships and prepare and mail membership packets

Executive Support
- Assist with calendar management and scheduling meetings
- Meeting preparation (compiling materials and tracking follow-through)
- Coordinate work with the board of directors, managing administration, logistics, and follow-up for the board and committees. Specific responsibilities include calendaring, gathering/distributing materials, preparing meeting minutes and monitoring action items
- Assist with development and outreach activities by tracking correspondence, data, and follow-up
- Respond to email and phone messages on behalf of Executive Director as needed
- Other assistance as needed

Site Management
- Coordinate and manage ordering and inventory of all office and programming supplies including food for programming and meetings
- Oversee all office systems: IT, phone and equipment (printers, fax, copy machine, etc.)
- Oversee all site management and service contracts: IT, pool maintenance, HVAC, security, fire, cleaning service, landscaping, etc.
- Process and ship online orders
- Receive and unpack supply orders; ensure building is stocked with supplies as needed
- Perform other tasks as needed

Reports to the Mayyim Hayyim Executive Director
Preparation, Knowledge, Skills and Abilities
- 3 – 5 years of relevant experience preferred
- Excellent computer skills, including experience with spreadsheets and databases
- Team player – ability to take direction from multiple people
- Flexible – ability to juggle many priorities and willing to wear a lot of hats as an essential part of a small team
- Strong organizational, interpersonal and communication skills
- Ability to maintain confidentiality with sensitive information
- Understanding of and interest in Mayyim Hayyim’s mission
- Detail-oriented, even in the midst of many tasks and competing priorities
- Bachelor’s degree preferred
- Knowledge of and experience in the organized Jewish community preferred
- Experience in office or site management preferred

Working Conditions/Physical Demands
The position includes a shared office with exclusive use of a computer, phone line, voicemail and desk. Office space is up one flight of stairs. Physical demands beyond typical office work include the management of the Mayyim Hayyim inventory of equipment and supplies.

There is significant detail-oriented work. There are times when the work is fast-paced. The ability to handle stressful situations is important with multiple projects underway at the same time. The ability to work independently and collaboratively is essential. The position entails working with deadlines and prioritizing different responsibilities.