



**ADAT SHALOM SYNAGOGUE**  
עדת שלום

**Executive Assistant**

Adat Shalom, a thriving and dynamic Conservative synagogue in Metro Detroit, is seeking an adaptive, personable, data-driven administrative professional to support two of our exceptional rabbis.

**Who we are:**

Since its founding in 1943, Adat Shalom has sought to meld tradition with modernity, inspiring generations of Jews and fellow travelers to live lives full of meaning, Torah, serving others, and community. We aspire to create a warm, nurturing, and lively environment that allows our community members to flourish in all aspects of their lives, while simultaneously being committed to the flourishing of the Jewish people locally, in Israel and around the world.

**Who you are:**

You are someone who is thoughtful, detail-oriented, organized, can keep our high-level rabbis (executives) organized, and multitasking is your middle name. You ideally have at least some working familiarity with the Jewish calendar and traditions (and if not, are excited and willing to dive in and learn about them!), have had experience as an executive assistant, and have the EQ (formal social work training a plus!) and discretion necessary to handle incoming calls from congregants who may be dealing with personal crises desiring to speak with the clergy.

**What you'll be doing:**

***Executive Assistant to Rabbi Dan Horwitz and Rabbi Blair Nosanwisch***

- Responsible for maintaining calendars, making appointments, sending reminder notes in advance to confirm meetings, etc.
- Answer and screen phone calls
- Write and circulate condolence and congratulatory letters to Synagogue members for all clergy to sign
- Coordinate clergy attendance at houses of mourning
- Track life events requiring pastoral care such as deaths, hospitalizations, divorce, etc.
- Manage spreadsheets that capture clergy contact points and necessary follow ups

- Connect with hospitals, nursing homes, and other care facilities to coordinate clergy visits as needed
- Oversee the synagogue's "prayer for healing" list of names of those in need of prayers
- Manage synagogue Yahrzeit (death anniversary) reminders and schedule touchpoints with membership
- Take reservations for various programs
- Other duties as assigned

You'll be working closely with a committed and caring team, and reporting both to Rabbi Dan Horwitz and Rabbi Blair Nosanwisch.

**Skills you'll need:**

- Experience in an executive assistant role catering to high-level executives
- The ability to relate to people of all backgrounds, knowledge and Jewish observances
- Must be comfortable using Google Suite and Microsoft products
- Willingness to pitch in and take action and a "can do" attitude
- The ability to organize chaos, set and follow timelines, and communicate effectively and compassionately
- Be energized, excited and passionate about being part of a team and organization committed to cultivating lifelong relationships and encouraging personal growth

**What you'll get:**

- Competitive compensation in the non-profit marketplace (\$40,000) and health benefits
- Flexible working hours; if you're the right person, we want to make this work for you!
- There's always coffee and tea on hand – and usually some leftover sweets from Shabbat in the fridge!
- The chance to help shape and support the members of a prominent, innovative and caring spiritual community

Adat Shalom prides itself on being an equal opportunity employer and is committed to a diverse and inclusive workforce. Candidates need not be Jewish to apply. Please note that Adat Shalom requires all of its employees to be vaccinated for Covid-19.

Ready to apply? Please send your resume & cover letter to Rabbi Dan Horwitz at [dhorwitz@adatshalom.org](mailto:dhorwitz@adatshalom.org)