

## Job Description - Executive Assistant

The Executive Assistant will provide administrative support to the Executive Director and the Spiritual director, and will be supervised by the Executive Director.

### Requirements

- Excellent written and oral communication in Hebrew, English proficient, including ability to read and understand emails in English.
- Digital proficiency, including Microsoft Word and Excel. Willingness to learn to navigate new digital technologies.
- Commitment to working in an mindful workplace and openness to incorporating mindfulness into their personal spiritual life.

<b>Job Responsibilities</b>		
<b>Or HaLev Operations</b>		<b>Hours</b>
Receptionist	First point of contact for Or HaLev constituents, answering the Or HaLev phone and managing the email address <a href="mailto:orhalev.connect@gmail.com">orhalev.connect@gmail.com</a>	5
Accounting	Maintain receipt and budget log for Or HaLev	0.5
	Track retreat payments and reimbursements	0.5
Database Mangement	Update Or HaLev CRM and manage contact lists	2
Outreach	Develop and Maintain Or HaLev's Institutional Partners list	2
<b>Retreats</b>		
Liaison to participants	Support participants in registration process	3
Liaison to Retreat Center	Maintain open communication with point of contact at retreat center regarding registration and logistics.	1
<b>Administrative Support to the Spiritual Director</b>		
Review emails	Review Spiritual Director's professional emails, responding when possible, and flagging any that need his personal attention.	3
Calendar Management	Manage the calendar and appointment scheduling of the Spiritual Director	1
Travel Mangement	Book all travel of the Spiritual Director	1
<b>Personal Growth Time</b>	Develop personal relationship to mindfulness and Jewish Spirituality	1
<b>Total Time</b>		<b>20</b>