Synagogue and Religious School Administrator

Los Alamos Jewish Center (LAJC) is seeking an organized, community-minded independent contractor to serve as Synagogue and Religious School Administrator.

This part-time independent contractor engagement includes synagogue administrative coordination, Religious School operational support, Hebrew instruction for students, and ongoing coordination with the rabbi in support of both synagogue and Religious School life. It is well suited to someone who is comfortable working both independently and collaboratively and who values helping sustain a warm, welcoming, and well-coordinated Jewish community.

The engagement carries a fixed annual contract fee of $20,000 and is expected to average approximately 15 hours per week over the course of the year, though time demands may vary depending on the Religious School calendar, holidays, and program needs.

Services may be performed remotely and/or on-site, as appropriate to the agreed deliverables. In-person participation for identified activities will be coordinated in advance through mutual scheduling.

Scope of services includes:

- Coordinating synagogue administrative workflows, communications routing, and event logistics support
- Maintaining congregational records and communications platforms, with volunteer assistance, including Little Green Light (CRM), Mailchimp, and Wix
- Coordinating Religious School administration, scheduling workflows, family communications, and regular interaction with the rabbi
- Providing Hebrew instruction for Religious School students as needed
- Coordinating the recruitment, hiring, and scheduling of teachers, tutors, and aides, and coordinating volunteer support as needed
- Supporting b'nai mitzvah planning timelines and teen programming logistics
- Providing periodic status updates and maintaining organized records and handoff materials

Preferred qualifications include:

- Ability to teach Hebrew in a Religious School setting
- Knowledge of Jewish religious content
- Strong organizational and communication skills
- Experience teaching children

- Ability to coordinate effectively with the rabbi, clergy, board members, families, volunteers, and vendors
- Familiarity with Microsoft Word, Google Workspace, and website or database maintenance, or willingness to learn; volunteer support is available in this area
- Professional discretion and confidentiality

To apply, please submit the following to president@lajc.org:

- A brief statement of interest and relevant experience
- Resume or CV
- A short description of your service approach, including how you would meet key deliverables and coordinate participation for required program and event dates through mutual scheduling
- Two professional references

Applicants may also indicate whether they would like to be informed of other local part-time administrative opportunities, should LAJC become aware of them. Please note that LAJC cannot guarantee the availability of such opportunities or any additional work. Additional Support: Temporary room rental for a modest amount may be available for a period to be determined.Strong opportunity for growth.

About Los Alamos:
Los Alamos, New Mexico, is located about 35 minutes from Santa Fe in a beautiful mountain community known for its extraordinary access to outdoor recreation, including hiking, skiing, mountain biking, climbing, canyons, mesas, and nearby public lands such as Bandelier National Monument and the Valles Caldera. It is a place where young professionals, students, researchers, families, and retirees can enjoy both a close-knit community and the kind of outdoor lifestyle many people travel to experience.

The Los Alamos Jewish Center is a small, unaffiliated congregation serving Jews from a range of backgrounds and traditions. Our approximately 50 member units are based primarily in Los Alamos and White Rock, with additional members from Santa Fe and the Española Valley. Our community includes singles, couples, families with children, empty-nesters, and retirees. Our intimate religious school generally serves 6–10 students. We warmly welcome interfaith families, those new to Jewish practice, visitors, summer students, and Los Alamos National Laboratory staff and postdocs. Founded after the Manhattan Project, LAJC is a unique congregation in a community closely connected to the Lab.

Learn more at: https://www.lajc.org/