

YGW Office Administrative Assistant Job Description

The Yeshiva of Greater Washington is an orthodox Jewish high school and college program on two campuses in Silver Spring and has been serving our community for almost 50 years. The Yeshiva is looking for a couple of outgoing, people oriented, problem-solving **volunteer** administrative assistants who can succeed in our fast-paced and friendly office environment.

Areas or responsibility include answering the phone, greeting visitors, communicating with students, parents and staff, and supporting the administration.

RESPONSIBILITIES TO INCLUDE:

- Maintain Reception Services
 - Answer the phone and greet school visitors politely and appropriately
 - Maintain regular office hours at either the boys division or the girls division
 - **Boys Division** - 5:30 - 7:30 p.m. Monday - Thursday and 8:30 a.m.-12:30 p.m. Sunday;
 - **Girls Division** of 8:30 a.m. – 12:30 p.m. Monday – Friday.
 - First-Aid to students (training will be provided)
- Support school administration
 - Type letters and other documents for the administration
 - Assist in organizing internal and external events as requested
 - General assistance to staff
- Other Duties as assigned.

Qualifications:

- Excellent interpersonal and communication skills
- Proficiency with MS Office
- Comfort working in an orthodox Jewish environment
- Previous customer service experience preferred
- Previous office experience preferred

These are part-time volunteer positions of either 12 hours at the Boys Division or 20 hours at the Girls Division per week.

To apply, send your letter of interest detailing your relevant experience and resume, if you have one, to Donna Goldman, Development Coordinator at dgoldman@yeshiva.edu.