



# Talmud Torah of St. Paul

## Operations and Administrative Manager

Job Type and Schedule: Full-time, year-round

Start Date: As soon as possible

### Organization Description

Talmud Torah of St. Paul (TTSP) has been the central address for Jewish education in St. Paul since 1956. Our mission is to create life-long learners, passionate about Jewish tradition, committed to Jewish community and devoted to the well-being of all people. We are deeply committed to nurturing in students of all ages a life-long love of learning, pride in their Jewish identity, belief in themselves, and an understanding of their responsibility as citizens of the world. Within an accepting and egalitarian environment, we encourage each student to grow, guided by a strong sense of Jewish values and traditions.

### TTSP is comprised of these educational programs:

- The Newman School: day school Jewish education for Kindergarten – Grade 5 (early childhood program up to age 5 currently in consideration)
- Afternoon School and Midrasha: supplementary Jewish education for Grades 2-12
- Hineni: adult Jewish learning and contemplative practices

### Job Description

#### Position Overview

Reporting to the Executive Director and working collaboratively with the Director of Education and the Director of Hineni, the Operations and Administrative Manager (OAM) is a key member of TTSP's management team. The OAM oversees most operations and administrative functions necessary to run our educational programs and the TTSP building. They will directly support TTSP's Executive Director to implement appropriate safety/security measures, serve as the primary liaison with tenants that rent TTSP facilities, and work with vendors to meet TTSP's needs.

#### Primary Responsibilities

- Building/Facility Management and Support
  - Liaises with all TTSP tenants by serving as first point of contact for rentals and coordinating all facilities needs with tenants
  - Oversees building systems and service contracts, supervises repairs on-site as needed
  - Tracks relevant building schedules and licensing to meet state standards (i.e.: cleaning, food licensing, kosher certification, MN Depts of Health, Human Services, and Education)
- Office Management and Support/Purchasing
  - Manages TTSP office for staff coverage
  - Works with bookkeepers/accountants to ensure accurate recordkeeping, reconciling of payments and statements for expense tracking
  - Supports the annual year-end audit
  - Ensures proper supply levels of educational materials, office supplies, office/classroom technology
  - Develops and maintains vendor relationships
  - Researches new options for school systems when requested, recommends solutions that meet the school's complex needs
  - Coordinates timely purchases/deliveries of building supplies

Talmud Torah of St. Paul

Marjorie Smith Hofman Educational Building | 768 Hamline Ave. S. | St. Paul, MN 55116

ttsp.org | (651)698-8807 | info@ttsp.org

*A beneficiary agency of the St. Paul Jewish Federation*



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- School Support
  - Reviews and updates standard policies and practices documentation (i.e.: Teacher/Staff handbook, Parent Handbook, etc.)
  - Maintains student records and conveys necessary information to liaise with external authorities
  - Coordinates special events and parent communications for annual re-enrollment, weather-related school closings, etc.
  - Takes direction for and assists with all aspects of security/safety and emergency preparedness planning

Other duties may be assigned as needed.

## Qualifications

Relevant unpaid experience such as volunteering or internships may count toward years of experience.

An ideal candidate will have:

- Bachelor's degree and 3-5 years of relevant professional experience OR 5-7 years of relevant professional experience
- Experience in commercial tenant management and/or facilities management
- Experience in purchasing and maintaining vendor relationships
- Experience interpreting managerial/financial reports
- Strong project and time management skills
- Strong strategic and analytical skills
- Strong customer service mindset and can-do attitude
- Ability to be calm under pressure and work to deadlines
- Excellent organizational, verbal, and written communication skills
- Excellent computer skills
- Familiarity with working in a Jewish organization (educational environment preferred) OR willingness to learn and ask questions
- Desire to continuously learn and grow as a professional

TTSP recognizes that individuals may bring a unique set of skills and experiences to this role. The above list represents the qualities we think will make someone successful at this position, but we encourage you to apply if you think you would be a good fit for our school!

## Additional Information

Applicants must pass a background check prior to beginning employment with TTSP.

TTSP offers a competitive compensation package including:

- Salary Range: \$45,000 - \$55,000
- Medical insurance (TTSP covers 80% of the premium)
- 403(b) retirement savings program
- Life insurance, fully paid for by TTSP
- Tuition reduction if your children attend one of our educational programs
- Generous paid time off (separate sick leave, 10 vacation days, 8 secular holidays, up to 14.5 days off for Jewish holidays annually)

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# Talmud Torah of St. Paul

TTSP is an equal opportunity and affirmative action employer. We are committed to assembling a diverse and inclusive workforce. BIPOC, individuals with disabilities, LGBTQIA+ people, and veterans are encouraged to apply.

TTSP will not discriminate against any employee or applicant because of race, color, creed, religion, national origin, sex, sexual orientation, gender identity, gender expression, disability, age, marital status, or status with regard to public assistance. With respect to religion and creed, as permitted by law, TTSP has the right to exercise discretion in employment decisions and to employ persons who share and are committed to the values and mission of TTSP and/or, as permitted by law, who are Jewish.

## How to Apply

Please send **all the materials below** to [employment@ttsp.org](mailto:employment@ttsp.org). Incomplete applications will not be considered.

- Resume
- Cover letter addressed to Sho Garland answering these questions:
  - What excites you about this role and working at TTSP?
  - What skills do you bring to this role that will strengthen our school?
- Proof of COVID-19 vaccination OR proof of medical or religious exemption
- 3 professional references, at least one of which must be a direct supervisor (we will not contact your references without speaking to you first)

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