Office Manager
Position Description

Position Overview
Spertus Institute for Jewish Learning and Leadership seeks an Office Manager to coordinate administrative functions across the organization, developing and implementing efficient support structures.

The successful candidate will report to Spertus Institute’s Director of Operations and President/CEO and will work closely with supervisors and staff across the Institute.

Approximately one third of his or her time will be devoted to serving as the Executive Assistant to Spertus Institute’s President and CEO.

Responsibilities
- Maintains office operations and procedures, including procurement, mailroom, box office, internal room scheduling, and temporary staffing schedules
- Assists the President/CEO with scheduling and preparing for key meetings
- Prepares minutes and other documents associated with the Board of Trustees meetings, subcommittees, and other specific projects
- Works closely with all departments on regular activities and as needed on special projects, initiatives, and events
- Supervises an administrative assistant and additional part-time/temporary staff
- Assists in the interviewing, hiring, onboarding, and evaluation of select employees
- Serves as the key staff liaison for a variety of databases, systems, and software applications and serves as backup for all core administrative functions
- Oversees Institutional correspondence, contracts, record keeping, filing, and supply requisitions
- Conducts quality improvement assessments and takes steps to enhance Institutional administration
- Prepares a range of reports and evaluations
- Manages administrative budget lines
- Serves as the front face of Spertus, representing the Institute to guests, faculty, and students

Some evening and weekend work will be required.

Qualifications
- At least 8-10 years of experience in project management and/or related office management
- Outstanding attention to detail
- Excellent writing, communications, and interpersonal skills
- Able to work well with diverse constituents, including donors, trustees, and philanthropists
- Expertise in Microsoft Office Suite of applications
- Ability to handle multiple tasks on deadline
- Staff supervision experience
Competitive Compensation.

Benefits include vacation, dental insurance, retirement savings plan, sick leave, Jewish and secular holidays.

To apply, please send cover letter, current resume, and three references to:

Mark Akgulian
Director of Operations
makgulian@spertus.edu

Please do not include your cover letter, resume, or references in the body of the email. Send them as attachments in Word or PDF format. The subject header should read, “Application for Office Manager.”

Spertus Institute for Jewish Learning and Leadership
610 S. Michigan Avenue, Chicago, IL 60605-1901

NO PHONE CALLS, PLEASE.
Outstanding applicants will be contacted for an interview.

Spertus Institute is an equal opportunity employer.

Spertus Institute for Jewish Learning and Leadership
Founded in 1924, Spertus Institute is a 501c3 whose mission is to create dynamic learning opportunities, rooted in Jewish wisdom and culture, that enable personal growth and the development of future community leaders.

Graduate programs and professional workshops are offered in the Chicago area, in select locations across North America and in Israel, and through distance learning. Public programs—including films, speakers, seminars, concerts, and exhibits—are offered at the Institute’s Michigan Avenue facility, in the Chicago suburbs, and online.

An icon in Chicago and the Jewish community, Spertus Institute has evolved from a college of Jewish studies to a nationally recognized museum and today, to its primary focus as an adult Jewish learning institute and center for Jewish leadership training. As an educational nonprofit, Spertus Institute relies on funding from individual donors, private foundations, and grants, in addition to tuition and other areas of earned revenue.