



Beth Emet The Free Synagogue

Operations & Technology Manager Job Posting

General Overview:

Reporting to the Executive Director, Beth Emet The Free Synagogue seeks an Operations & Technology Manager who will be responsible for all functions of the facility, including building operations and maintenance, grounds and parking maintenance, preventative oversight and upkeep, and technology matters for the Synagogue. Beth Emet is a consciously inclusive Jewish community rooted in joy, care, learning, and action. Inspired by our 75-year history of freedom of speech on the pulpit, we are dedicated to innovative and intergenerational practice, participatory Judaism, and courageous response. Beth Emet is affiliated with the Union for Reform Judaism.

Work Location and Hours: This position is based onsite at Beth Emet in Evanston, IL. Because the schedule extends beyond traditional 9-to-5 hours, including evenings, weekends, and holiday commitments, we work to create a typical work week that includes regular days off.

Key responsibilities:

OPERATIONS AND FACILITY MANAGEMENT

- Manage daily operations of the facility, including maintenance, security, and cleaning services.
- Develop and implement maintenance schedules for buildings and equipment.
- Oversee all room scheduling and room setups for programs and events.
- Schedule and supervise maintenance staff, serving as contact person for daily communications and day-to-day roles and responsibilities.
- Coordinate implementation of building projects in partnership with lay leadership and Facilities Committee.
- Maintain good working relationships with current vendors and contract service providers, with regular evaluation of contracts for cost and alignment with facility needs.
- Manage office equipment, purchasing, and other physical systems.
- Coordinate building security for events and when the building is closed.
- Oversee and manage all facility and building grounds projects.

TECHNOLOGY MANAGEMENT

Worship & Event Technology Management

- Oversee all technology for Friday night and Saturday morning Shabbat services and special events, ensuring high-quality live-streaming and in-person audio-visual experiences.
- Develop and document workflows to allow other staff or volunteers to operate key systems in the absence of the Operations & Technology Manager.
- Liaison to all technology platforms.
- Coordinate technology for meetings and events.
- Provide in-person logistical support and troubleshooting for technology at major events, including Shabbat services and evening programs.
- Liaison to outsourced website administrator.

Meeting & Presentation Support

- Set up and manage audiovisual and conferencing technology for board meetings, hybrid or Zoom classes and programming, and other synagogue gatherings.
- Maintain technology across the building, including network hardware, computers, printers, and other essential devices.
- Act as the primary liaison with IT service providers, coordinating IT support and infrastructure improvements.
- Identify and implement technology upgrades to improve efficiency and security.

Staff Technology Support & Onboarding

- Oversee all technology-related aspects of employee onboarding, including account setup, device configuration, and software access.
- Provide ongoing tech support for staff, troubleshoot issues, and ensure smooth day-to-day operations.

Qualifications and Skills

- Bachelor's degree, and at least 5 years of experience in facility management, IT management, or related field, ideally with a non-profit organization.
- Experience with building systems (HVAC, electrical, plumbing) preferred.
- Experience with AV systems, live-streaming technology, and IT infrastructure preferred.
- Experience with video and audio editing software preferred.
- Ability to troubleshoot and resolve technical issues efficiently.
- Excellent interpersonal and communication skills to support staff and liaise with external vendors.
- Proficiency in Microsoft Office and Google suite products, and familiarity with IT hardware and software platforms
- Self-starter who can multitask, prioritize, and stay positive when facing challenges.
- Understanding of the value of teamwork and a desire to be a part of a staff team

Compensation: Salary Range is \$65K - \$75K annually, commensurate with experience.

Additional Benefits: Compensation includes a generous employee benefits package:

- Competitive medical, dental, and vision insurance, along with life and disability coverage.
- Employees have access to a retirement savings plan with employer contribution to help plan for the future.
- We believe in meaningful work and sustainable balance. Our package includes generous paid time off, paid sick leave, and observance of major holidays.
- Our workplace is collaborative, inclusive, and values-driven. We foster a supportive environment where employees feel connected to our mission and to one another.

Beth Emet is an equal opportunity employer and welcomes applications from all qualified candidates.

To Apply: Please submit a resume and cover letter to ***Executive Director Allan Bogan at abogan@bethemet.org*** (no phone calls please)