

JOB POSTING: OFFICE COORDINATOR

Temple Anshe Sholom (TAS) is proudly Canada's oldest Reform synagogue, and has a reputation of leadership in the Canadian Reform Jewish movement. Aligning to the vision and future direction of the Temple, the Office Coordinator works collaboratively with the President, Board Members, and Rabbi. Together we are a community.

At a time of change, we are looking for a dynamic Office Coordinator to join our team and to help us keep growing. As our ideal candidate, you:

- Are interested in working in an environment that values community, connection, and inclusion
- Believe in working collaboratively with others, and that we are stronger together
- Have high standards of customer service
- Understand the importance of maintaining confidentiality
- Have excellent verbal and written communication skills, along with office work experience including insight into the operations of organizations preferably in a Temple environment
- Have post-secondary education and have a high proficiency in relevant areas such as office administration and computer applications including Microsoft Office (Word, Excel)

RESPONSIBILITIES:

- Serve as a positive, supportive, and engaging contact for all members (prospects, new, and existing), addressing questions and concerns professionally and promptly
- Utilize the Temple's management software (Shulcloud) to manage congregant information, process donations and general data entry
- Prepare condolence cards, recognize birthdays
- Keep tabulations and provide reporting of life cycle events
- Collect mail, sort and file all documents
- Coordination and communication in regards to the systems required for the day-to-day functioning of the synagogue, including but not limited to: operations, IT, staff, volunteers, vendors, emergency/risk management and security, maintenance and repair of facility
- Liaise between the building tenants and leadership
- Connect appropriate individuals when a burial is required including the Rabbi, the Congregation and the Cemetery working group
- Sell burial plot rights, keep records of actions and monitor yahrzeits
- Support fund raisers for special events

- Support the operational aspects of all religious services and other synagogue programs on daily, weekly and holiday schedules
- Maintain and document compliance with all legislation for the safe and secure management of the synagogue and its tenants
- Other duties as required, including, but not limited to, social media and communications and committee support

SALARY AND BENEFITS:

Salary: Range between \$50,000 to \$55,000 per year

2 weeks vacation

We offer a flexible work environment, dedicated professional development, supportive community, along with a competitive benefits package. We are committed to the well-being and care for each and every member of the Temple Anshe Sholom family.

Location: 215 Cline Ave. N., Hamilton, Ontario