

Position Title: Administrative Assistant

Reports to: Executive Director

Employment Type: Part-Time, Permanent

About Us:

Temple Anshe Sholom is a welcoming and inclusive Reform Jewish community in Hamilton, dedicated to spiritual growth, lifelong learning, and meaningful connection. As Canada's first Reform synagogue, we proudly blend tradition and innovation. We are currently seeking a reliable and organized Administrative Assistant to join our small, committed team.

Position Overview:

The Administrative Assistant is a friendly and organized presence at the heart of our operations. This part-time role ensures smooth front-office functioning, provides clerical and communications support, and serves as the first point of contact for members and visitors.

Key Responsibilities:

- Answer phones, check voicemail, and route inquiries appropriately
 - Greet visitors, manage general inquiries, and assist with front-desk needs in a warm and professional manner
 - Sort and distribute mail
 - Provide administrative support to professional staff and lay leaders
 - Maintain and update office records, membership database entries, and spreadsheets
 - Assist with High Holy Day preparation, congregational mailings, and bulletin production
 - Schedule appointments and maintain calendar systems, including scheduling meetings and room bookings
 - Assist with logistics for services, events, and lifecycle celebrations
 - Perform general office duties such as filing and photocopying
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Qualifications:

Required:

- Strong customer service and written/verbal communication skills
- Excellent organizational abilities and attention to detail, punctual, and dependable

- Comfort with basic technology (email, shared drives, phone systems, printers)
- Proficiency in Microsoft Office
- Ability to maintain confidentiality and professionalism in a congregational setting
- Ability to work independently and as part of a team
- Able to work on-site during office hours, with occasional evening or weekend support as needed (with advance notice)

Preferred:

- Familiarity with Jewish customs, holidays, and synagogue life
 - Experience with databases (e.g. ShulCloud, Salesforce, or similar)
 - Experience working or volunteering in a Jewish, nonprofit, or membership-based environment
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Compensation & Benefits:

- \$18 per hour
 - 20 hours per week (Monday through Friday 10:00 AM to 2:00 PM)
 - Two weeks of paid time off (PTO) annually
 - Ontario Statutory Holiday office closures
 - Jewish Holiday office closures
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How to Apply:

Please send your resume and a brief cover letter to executivedirector@anshesholom.ca. Use the subject line: "Application – Administrative Assistant".