

Synagogue Coordinator - Temple Beth Ora Edmonton

Job advertisement:

This half time (20 hours per week) position of Synagogue Coordinator at Temple Beth Ora Edmonton is at the centre of operations of the congregation. Accountable to the VP-Administration of the TBO board, the coordinator is responsible for the organizational management and administrative support of the synagogue and will also work closely with the Rabbi to provide support to volunteer committees and to programming.

The successful candidate will be a self starter and will have demonstrated proficiency in organizing and managing an information system and skills in program coordination and problem-solving. Also essential are strong people skills for engaging volunteers and effective verbal and written communication. Knowledge of Jewish traditions and culture will be highly desirable. Book keeping experience would be an asset.

Please reply in confidence by February 5 2018 to:

The Hiring Committee

Temple Beth Ora

12313 105 Ave

Edmonton AB T5N 0Y5

or

office@templebethora.org