



Office Coordinator, *part-time*

About Us

Temple Sinai of Glendale is a Reform congregation serving the spiritual needs of Jewish residents in Glendale, Burbank, Pasadena, and the Foothills for nearly a century. Our progressive and welcoming community comprises over 200 families who embrace diversity and warmly welcome strongly identified Jews, interfaith couples, Jews by choice, and those just beginning to explore their Jewish identities.

Job Summary

The Office Coordinator at Temple Sinai of Glendale plays a pivotal role in ensuring the efficient functioning of the synagogue's administrative operations. We are looking for a highly responsible administrative professional who is well-organized, detail-oriented and flexible in a dynamic environment. This position is instrumental in facilitating the seamless delivery of religious, educational, cultural, and social action activities, as well as providing support for pastoral care, life-cycle events, and membership engagement initiatives.

Essential duties and responsibilities shall include, but not limited to the following areas:

- Administrative support for leadership team, including clergy and Executive Director;
- Serve as first point of contact for email, phone, and in-person interactions;
- Data management of membership and records;
- Coordinate preparations for services and events;
- Provide logistical support for temple activities;
- Monitor security and grant access as appropriate;
- Assist with general office tasks and duties.

Desired Qualifications and Skills

- Excellent organizational and communication skills demonstrating attention to detail, accuracy in recording and issuing information, and a solid, focused work ethic.
- Outstanding interpersonal skills, including a positive 'can-do' attitude, warm telephone manner, and a patient and calm approach.
- Ability to work under pressure; a competent multi-tasker with acute attention to detail
- Ease and skill with spreadsheets, databases, computers, and social media.
- Working knowledge of Judaic practices and rituals, including familiarity with the Jewish calendar and life cycle stages a plus.
- Ability to interact in a positive manner with clergy, staff, lay leaders, and congregants.

Compensation

The salary for this position is \$18-\$22/hour depending on experience. This is an onsite, part-time (up to 20 hours a week), non exempt position based in Glendale, California.

To Apply

Please email resume and cover letter to ed@temple-sinai.net

Temple Sinai of Glendale is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.