



Operations and Facilities Coordinator

Part to Full Time

Responsibilities will involve events coordination and office administration at Temple Beth-El. Core duties will include the coordination of scheduling, facilities use, catering arrangements, and special events arrangements held at Temple Beth-El. The role will be to support congregant, staff or members who uses TBE facilities so that their facility or kitchen needs are met fully. In addition, the TBE Operations and Facilities Coordinator will manage day-to-day facilities operations to ensure efficient and courteous administrative service to the congregation and community. Office mailings, administrative technology, and day-to-day supervision of kitchen and cleaning staff will be included in this role. The Operations and Facilities Coordinator will work under the direct supervision of the Executive Director, and in partnership with the clergy, the administrative staff and appropriate Board committee leadership. Hours will be determined based on weekly needs of the synagogue, and in conjunction with the Executive Director. Some weekend hours will be required. Position may be split to allow part time duties.

Qualifications

- 2-3 years experience in events coordination or facilities management required
- 2-3 years experience in administrative services and staff management
- 1-2 years experience preferred in a non-profit setting
- Educational background in Hospitality Services or Office Administration, or equivalent experience
- Ability to problem-solve, maintain sense of humor and work closely with colleagues, congregants and Board leadership
- Accurate, detail-orientated approach to work.

Please send resumes and references to

Bob Greenberg

Executive Director, Temple Beth-El

bgreenberg@templebeth-el.net

[Fax: 205.933.2747](tel:205.933.2747)