



Holy Blossom Temple Summer Job Program

Holy Blossom Temple is hiring for the following positions, funded by the Canada Summer Jobs program. Applications will be accepted on a rolling basis until positions are filled. These positions will be hybrid (unless otherwise indicated) – partially remote and partially on-site at 1950 Bathurst St., Toronto, ON in accordance with Holy Blossom Temple's COVID safety restrictions and government guidance.

About Holy Blossom

Holy Blossom Temple is a leading Canadian Reform Jewish congregation with a rich history of responding to both tradition and modernity in our religious and spiritual expression. We pursue meaningful opportunities for personal growth and family fulfillment at every stage of life through belonging, learning, prayer and ritual, and acts of service for our congregation and community, our city and country, the Reform movement, Israel and all the world.

Administrative Assistant - Membership

4 roles available

\$16/hr, 35 hrs/week

Position dates: May 30th – July 22nd (2); July 11th – September 2nd (2)

Responsibilities:

- Collaborate with team to support annual membership campaign
- Provide high level service in responding to member inquiries via phone and email, including individual support to members in accessing programs through Zoom
- Update records in Salesforce database, including data organization and analysis
- Take on leadership role in planning and attending programs and events
- Each Canada Summer Jobs employee will have the opportunity to design a project in accordance with their interests and receive guidance and mentorship to actualize it

Administrative Assistant – High Holy Day Ticketing

1 role available

\$16/hr, 35 hrs/week

Position date: July 11th – Sept 2nd **strong likelihood for extension through October 12th*

Responsibilities:

- Prepare all High Holy Day tickets, including (but not limited to): adhering stickers to tickets, preparing guest tickets, sorting tickets into household envelopes
- Provide high level service in responding to member inquiries via phone and email
- Organize ticketing mailings and supervise ticket pick ups
- Please note this position requires employee to work ON SITE at Holy Blossom Temple, with no remote option
- Each Canada Summer Jobs employee will have the opportunity to design a project in accordance with their interests and receive guidance and mentorship to actualize it

Administrative Assistant – Cemetery & Membership

1 roles available

\$16/hr, 35 hrs/week

Position dates: June 20th – August 12th

Responsibilities:

- Digitize and organize headstone monuments and other cemetery records
- Update records in Salesforce database, including data organization and analysis
- Collaborate with team to support annual membership campaign
- Please note that this is a hybrid position and will require some time at Holy Blossom Temple (1950 Bathurst St) and Holy Blossom Memorial Park (66 Brimley Rd) – access to a vehicle will be considered an asset
- Each Canada Summer Jobs employee will have the opportunity to design a project in accordance with their interests and receive guidance and mentorship to actualize it

Administrative Assistant – Office & Reception

2 roles available

\$16/hr, 35 hrs/week

Position dates: May 30th – July 22nd (1); July 11th – Sept 2nd (1)

Responsibilities:

- Provide general office support
- Provide high level service in responding to member inquiries via phone and email
- Process incoming donations and write thank you cards
- Update records in Salesforce database
- Each Canada Summer Jobs employee will have the opportunity to design a project in accordance with their interests and receive guidance and mentorship to actualize it

Administrative Assistant – Annual Campaign (Fundraising)

1 role available

\$16/hr, 35 hrs/week

Position dates: May 30th – July 22nd

Responsibilities:

- Assist with processing and follow up of sponsorship contributions
- Collaborate with team to support annual membership campaign appeal (fundraiser)
- Provide general assistance and support to the development team
- Update records in Salesforce database
- Each Canada Summer Jobs employee will have the opportunity to design a project in accordance with their interests and receive guidance and mentorship to actualize it

Administrative Assistant – Communications & Marketing

1 role available

\$16/hr, 35 hrs/week

Position dates: July 11th – Sept 2nd

Responsibilities:

- Create and design content for social media, including by supporting members in telling their stories
- Collaborate with team to design annual membership campaign materials
- Update Wordpress-based website
- Provide high level service in responding to member inquiries via phone and email, including individual assistance to members in accessing programs through Zoom
- Each Canada Summer Jobs employee will have the opportunity to design a project in accordance with their interests and receive guidance and mentorship to actualize it

Administrative Assistant – Community Engagement

1 role available

\$16/hr, 35 hrs/week

Position dates: July 11th – Sept 2nd

Responsibilities:

- Create and design content for social media, including by supporting members in telling their stories
- Collaborate with team to design annual membership campaign materials
- Update Wordpress-based website
- Provide high level service in responding to member inquiries via phone and email, including individual assistance to members in accessing programs through Zoom
- Each Canada Summer Jobs employee will have the opportunity to design a project in accordance with their interests and receive guidance and mentorship to actualize it

Additional Information

These summer jobs are funded by the Canada Summer Jobs program, and as such, applicants must:

- be between 15 and 30 years of age at the start of the employment*;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment**; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

*The youth must be 15 years of age at the beginning of the employment period. The youth may be more than 30 years of age at the end of the employment period if the youth was 30 at the beginning of the employment period.

**International students are not eligible participants. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada. Youth awaiting a refugee status ruling, as well as those who hold a temporary visitor visa, youth visa or work visa are ineligible. As the objective of the Canada Summer Jobs program is to support youth entering the Canadian labour market, the temporary nature of an international student's time in Canada does not allow for a long-term connection to the labour market.

To Apply

Please complete this form:

Questions? Please email Rachel "Sas" Saslove, Director of Membership and Community Engagement at rsaslove@holyblossom.org

Apply online here: <https://congregationconnect.tfaforms.net/391236>

Holy Blossom Temple values the diversity of people and communities and is committed to excellence and creating an anti-racist, inclusive and equitable Jewish space, including with the following statement unanimously supported by the Holy Blossom Temple Board of Directors: <https://holyblossom.org/no-silence-on-race/>

Systemic inequalities in hiring have caused women, people of color, LGBTQIA+ folks, and other structurally marginalized group to apply to jobs only if they meet 100% of the qualifications. We encourage you to break that statistic and apply.

Holy Blossom Temple welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.