



Simcha Coordinator & Rabbinic Assistant

Holy Blossom Temple (HBT) is looking for an energetic, friendly, and organized individual to fill the role of Simcha Coordinator & Rabbinic Assistant. This is an incredible opportunity as HBT was recently [renovated and renewed](#), with the potential for significant expansion of events and career growth in the future. The Simcha Coordinator & Rabbinic Assistant will be the face of life cycle celebrations and events at HBT and will represent and embody the values of the organization to meaningfully engage our congregation. This position reports jointly to the Executive Director and Associate Rabbi.

Responsibilities:

- Plan and implement all life cycle events at HBT including, but not limited to: Baby Naming & Brit Milah, Bar/Bat/Perach Mitzvah, Aufruf & Marriage
 - Act as the key contact for events, liaising with families and vendors
 - Consult with the Senior Rabbi on matters of Jewish practice and life cycle decisions
 - Prepare & distribute announcements for Shabbat
 - Manage event contracts including negotiations
 - Schedule and coordinate meetings and site visit with potential clients
 - Consult with clients to discover creative solutions to realize their vision
 - Develop marketing materials such as venue packages
 - Develop and maintain complete knowledge of facilities, policies and procedures at HBT
 - Liaise with the Facilities Team for event setup specifications, keep calendar up to date with all details in advance
 - Support the transition from hosting a simcha to engagement working with families and the Membership & Community Engagement team
 - Create and maintain files in an orderly manner, and ensure and maintain confidentiality of all sensitive communication and materials
 - Ability to handle all incoming inquiries and work well with clients in the social & corporate market
 - Provide support to various departments as the key contact for events outside of life cycle
 - Curate content for social media as a promotional tool, preparing and scheduling posts, and increasing engagement
 - Participate in reviewing competitor's pricing/websites, etc.
- Provide administrative support to the Associate Rabbi, including, but not limited to:
 - Calendar management using discretion to anticipate needs
 - Interface with members, helping them connect with the Associate Rabbi
 - Make arrangements for travel and accommodations
 - Basic office administration support (preparation of documents, copies, scanning, etc.)
 - Manage receipts/invoices & prepare expense reports
 - Handle confidential correspondence
 - Provide administrative support to committees staffed by the Associate Rabbi
- Additional tasks and projects as assigned

Qualifications:

- Post-secondary education preferred and/or relevant work experience
- Excellent written, verbal and digital communication skills
- Ability to confidently engage and meet both in-person, via phone and Zoom/Teams.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, SharePoint), experience working with a CRM (preferably Salesforce) and/or ability to learn new software
- Proven decision making, analytical and problem-solving skills
- Dependable, self-motivated, self-disciplined and team oriented with strong attention to detail
- Ability to deliver an exemplary service level which creates an atmosphere that makes our members and guests want to return, giving each user a positive, memorable experience
- Excel in a fast-paced environment with the ability to multi-task and manage time effectively
- Exceptional follow-through – concierge service
- Social media management and digital marketing experience an asset
- Experience in event planning and established network of wedding planners and hospitality professionals and vendors an asset
- Knowledge of lifecycle events and Jewish customs and rituals is beneficial and/or a keen interest to learn

About Holy Blossom Temple:

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.

Additional Information:

- This is a full-time permanent position to commence as soon as possible
- Salary range is \$50,000-\$60,000 annually, commensurate with experience plus medical and dental benefits, company matching pension program, and Holy Blossom Temple Membership
- As inherent in event management, must be able to work outside of traditional business hours as needed as some events will require on-site support

To Apply

Please submit your resume and cover letter to employment@holyblossom.org with the subject line: “Simcha Coordinator & Rabbinic Assistant” by **4:00pm on Thursday, June 30, 2022**. Interviews are planned to take place the week of July 4, 2022. No phone calls please. While we wish to acknowledge all applicants, only those selected for an interview will be contacted.

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/>

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.