



Outreach & Engagement Administrator

Holy Blossom Temple (HBT) is a vibrant and inclusive Jewish institution committed to fostering a sense of community, promoting spiritual growth, and engaging individuals of all backgrounds. Over the past year, we embarked on an exciting new initiative and are seeking a friendly, dedicated, and detail-oriented **Outreach & Engagement Administrator** to join our team. This position reports to the Director of Outreach & Next Gen Engagement.

Responsibilities:

Administrative Support:

- Assist the meetings and outreach & Next Gen Engagement (Director) in managing calendars, scheduling meetings, and coordinating appointments as a member of the admin team.
- Prepare and maintain accurate records, reports, and correspondence.
- Manage and update the outreach database (Salesforce), ensuring accurate and up-to-date information on participants, volunteers, and community partners.
- Prepare and distribute outreach materials.
- Build, manage and track event registration forms via Form Assembly.
- Answer phones in regular rotation to serve our membership.

Event Coordination:

- Collaborate with the Director, other team members, and volunteers to plan, organize, and execute events and programs.
- Support the registration process for events, including managing RSVPs in a timely manner, participant communication, and maintaining attendance records.

Community Engagement:

- Engage with community members in our Young Family and Young Professional demographics, providing support, information, and guidance (participating in programs when appropriate).
- Respond to community members in a timely and professional manner.
- Cultivate and maintain relationships with external organizations and community leaders to foster collaboration and expand outreach opportunities.

Communication and Marketing:

- Collaborate with the Director and the Director of Communications & Marketing to develop and implement effective outreach and engagement communication strategies.
- Support the creation and distribution of engaging content across various platforms, including social media, website, and newsletters (e.g. MailChimp).
- Monitor and analyze Outreach & Engagement metrics and feedback to measure the impact of initiatives and identify areas for improvement.
- Additional tasks and projects as assigned.

Qualifications:

- Post-Secondary education in a related field or equivalent experience.
- Proven experience in an administrative support role, preferably in a community or not-for-profit organization.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, SharePoint), experience working with a CRM (preferably Salesforce) and/or ability to learn new software.
- Excellent organizational and time management skills, with the ability to prioritize.
- Strong written and verbal communication skills, including the ability to craft clear and engaging content.
- Familiarity with social media platforms and content management systems is desirable.
- Ability to work collaboratively as part of a team and build relationships with diverse stakeholders.
- Have a valid Ontario driver's license and access to a car an asset
- Familiarity with graphic design platforms such as Canva, Photoshop an asset
- Understanding and appreciation of the values and mission of Holy Blossom Temple.
- Knowledge of 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.

<https://holyblossom.org/>, <https://www.facebook.com/holyblossomtemple>,
https://www.instagram.com/holy_blossom_temple/

Additional Information:

- This is a full-time permanent position at Holy Blossom Temple to commence asap
- Salary range is \$43,000-\$48,000 annually, plus medical and dental benefits, company matching pension program after one year, and Holy Blossom Temple Membership
- As inherent in synagogue life, ability to work outside of traditional business hrs as needed

To Apply

Please submit your resume and cover letter to employment@holyblossom.org with the subject line: "Outreach & Engagement Administrator" by **12:00pm on Thursday, May 2, 2024**.

Interviews have been tentatively scheduled for Tuesday, May 7 and Wednesday, May 8. While we thank all applicants for their interest, 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.