



Rabbinic Assistant (Interim)

Holy Blossom Temple (HBT) is looking for an energetic, friendly, and organized individual to fill the role of Rabbinic Assistant (Interim), joining our fantastic Clergy Admin Team to cover a parental leave. Providing administrative support to the Associate Rabbi and Assistant Rabbi, this position will work closely with the entire Worship Department to ensure clear lines of communication with both the internal HBT team as well as our wider community. This position reports jointly to the [Associate Rabbi](#) and [Assistant Rabbi](#).

Responsibilities:

- Provide administrative support to the Associate and Assistant Rabbis, including, but not limited to:
 - Calendar management using discretion to anticipate needs
 - Interface with members, helping them connect with the Rabbis
 - Make arrangements for travel and accommodations
 - Basic office administration support (preparation of documents, copies, scanning, etc.)
 - Manage receipts/invoices & prepare expense reports, support in budgeting
 - Handle confidential correspondence
- Assist the Associate and Assistant Rabbis in their portfolio areas, including providing administrative support of volunteer committees, services, events, and programs
- Provide relief to the Funeral Coordinator by being responsible for the funeral phone and coordinating funerals approximately one weekend per month, and when the Funeral Coordinator is away (e.g. vacation, sick days), in rotation with the Office Administrator
- Be an integral member of the Clergy Admin team, working with other administrators to support the clergy team as a whole
- Additional tasks and projects as assigned

Qualifications:

- Energetic warm and welcoming results-oriented professional
- Capacity to build trust and maintain confidentiality, ability to exercise discretion and deal with confidential information
- Excellent written, verbal and digital communication skills
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, SharePoint, Teams), familiarity with MailChimp or similar and Zoom, experience working with a CRM (preferably Salesforce), and/or ability to learn new software
- Strong attention to detail and high level of organization
- Dependable, self-motivated, self-disciplined, and team-oriented with ability to problem-solve
- Excel in a fast-paced environment, manage time and priorities effectively, calm under pressure
- Exceptional interpersonal skills and follow-through – concierge service
- Knowledge of lifecycle events, Jewish customs/rituals is beneficial and/or a keen interest to learn
- College level education (diploma or bachelor's), and/or experience in administration or a closely related field preferred

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.

Holy Blossom Temple was recently [renovated and renewed](#). We take pride in the meaningful experiences we provide, the grandeur of our campus, and bringing joy into what we do. To get a sense of our team spirit, please enjoy our latest parody video, "[Read from The Book](#)".

Additional Information:

- This is a full-time temporary position from March 10, 2025 to April 10, 2026 (13 months)
- Salary range is \$46,000 – 51,000 annually, commensurate with experience.
- Please note that this position will sometimes require working evenings and weekends to provide programmatic support to the HBT Team, and being present to support select Shabbat/Holy Day activities. All required time outside of the regular work day/week will be planned in advance and compensated with time-off in lieu.

To Apply

Please submit your resume and cover letter to employment@holyblossom.org with the subject line: "Rabbinic Assistant" by **10am on Monday, February 3, 2025**. No phone calls please. While we wish to acknowledge all applicants, only those selected for an interview will be contacted. Interviews are tentatively scheduled for Monday, February 10 and Tuesday, February 11.

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.