



TEMPLE SHIR SHALOM

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West Bloomfield, MI 48323
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RABBI **Michael L. Moskowitz**

RABBI **Daniel A. Schwartz**

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CANTOR **Penny M. Steyer**

EXECUTIVE DIRECTOR **Brian D. Fishman**

EARLY CHILDHOOD ED. DIRECTOR **Marsha Mitnick**

SHORESH ASSOCIATE DIRECTOR **Alisa Berke**

YOUTH ENGAGEMENT DIRECTOR **Cady Tobias**

PROGRAM/PROJECT MANAGER

Role Overview

Temple Shir Shalom is a leading Reform Jewish congregation in Metropolitan Detroit. We bring goodness, love and depth into our world and build meaningful lifelong relationships.

Temple Shir Shalom's team is committed to providing a supportive, personal and unique Jewish community to each one of our members. We prioritize building relationships and creating a warm and welcoming environment for all.

What You'll Do

- Create, manage, plan and execute projects, events and campaigns.
- Handle event coordination and logistics, registration, communication, and maintaining files.
- Work with database program daily for weekly projects.
- Organize and maintain membership database and files.
- Manage volunteer roles for programs.
- Serve as point of contact for the Temple Office, greeting members and answering phones.

Qualifications & Requirements

- You are extremely proficient in Microsoft Office – especially Excel, Word and mail merges.
- You are very familiar with Jewish holidays, customs and celebrations.
- Detail-oriented.
- You celebrate joy – you are dynamic, enthusiastic and outgoing. We like smiling faces here!
- You're a team player—adaptable, flexible and fun to be around.
- You are an ace communicator, both written and verbal—you can explain just about anything to anyone.
- Your philosophy is “early is on time, on time is late”—in other words, you have super-duper time-management skills.
- You go above and beyond. You're willing to jump in wherever you're needed—sleeves rolled up.
- You are comfortable asking questions and learning new things.

To Apply

Excited to learn more? Email your resume to brian@shirshalom.org