



## Summer Employment Opportunities 2023 Administrative Intern - Education

Temple Har Zion is seeking an Administrative Summer Intern to join our team during the busy membership renewal and lead-up to the High Holy Day season (June – August). This position will report to the Administrative Assistant/Event & Logistics Coordinator, and will also work closely with, and take direction from, the Executive Director.

The ideal candidate will have excellent customer service skills, be a fast learner, well-organized and detail-oriented, thrive in a fast-paced environment and have a strong work ethic.

### Responsibilities:

- Organizing and taking inventory of the temple library
- Assisting in preparation of materials for classrooms and teachers for upcoming religious school year
- Assisting in the facilitation of programming for young families (children 9 and under) throughout the summer
- Daily office tasks including (but not limited to): filing, photocopying, storage inventory and clean up, scanning, shredding
- Providing high level service in responding to parent/family inquiries via phone and other reception duties as assigned
- General administrative assistance to staff

### Qualifications:

- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, SharePoint)
- Experience working with a cloud-based CRM database system, and/or ability to learn new software
- Strong written, verbal, and digital communication skills
- Dependability and self-motivation with a strong attention to detail
- Comfort with a fast-paced environment and the ability to multi-task and manage time
- Ability to be a team player
- Knowledge of the Jewish community, Jewish ritual, history and customs would be a tremendous asset

### Additional Info:

- This is a full-time, contract position lasting for 8 weeks with a flexible start date flexible between June 19 and July 10
- Work will be done in-person onsite at Temple Har Zion
- Hours are Monday to Thursday, 9:00am – 5:00pm and Friday, 9:00am – 3:00pm (includes two 15-minute breaks and 30-minute lunch) for a total of 35 hours a week
- Compensation is \$18/hr



## **Summer Employment Opportunities 2023**

### **Administrative Intern – Membership & Outreach**

Temple Har Zion is seeking an Administrative Summer Intern to join our team during the busy membership renewal and lead-up to the High Holy Day season (June – August). This position will report to the Administrative Assistant/Event & Logistics Coordinator, and will also work closely with, and take direction from, the Executive Director.

The ideal candidate will have excellent customer service skills, be a fast learner, well-organized and detail-oriented, thrive in a fast-paced environment and have a strong work ethic.

#### **Responsibilities:**

- Data entry, data clean-up, and database management
- Creating and organizing digital photo archive
- Assistance with social media content management and oversight, including creating relevant and current content
- Daily office tasks including (but not limited to): filing, photocopying, storage inventory and clean up, scanning, shredding, website updates
- Providing high level service in responding to member inquiries via phone and other reception duties as assigned
- General administrative assistance to staff

#### **Qualifications:**

- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, SharePoint)
- Experience working with a cloud-based CRM database system, and/or ability to learn new software
- Strong written, verbal, and digital communication skills
- Social media management and content development experience
- Dependability and self-motivation with a strong attention to detail
- Comfort with a fast-paced environment and the ability to multi-task and manage time
- Ability to be a team player
- Knowledge of the Jewish community, Jewish ritual, history and customs would be a tremendous asset

#### **Additional Info:**

- This is a full-time, contract position lasting for 8 weeks with a flexible start date between June 19 and July 10. Work is done onsite at Temple Har Zion.
- Hours are Monday to Thursday, 9:00am – 5:00pm (includes two 15-minute breaks and 30-minute lunch) for a total of 28 hours a week
- Compensation is \$18/hr



Interested candidates should email their resume to [info@harzion.ca](mailto:info@harzion.ca) **by noon on Friday, June 9, 2023**. These positions may be filled prior to the deadline if appropriate candidates are found. Please cite “Summer Employment at Temple Har Zion” in the subject of the email. We thank all applicants for their interest, however only those considered for an interview will be contacted.

## About Temple Har Zion

Temple Har Zion is a Reform congregation that connects tradition with modern Jewish values. We are an inclusive, diverse, multicultural, and multigenerational congregation. Our focus is warmth, friendship, caring, and acceptance. We welcome Jews by heritage, Jews by choice, secular Jews, and interfaith families, members of all ethnicities, abilities, socioeconomic statuses, political affiliations, ages, sexual orientations, or gender identities. We encourage participation from all who seek a connection to a Jewish way of life and want to be part of our religious community.

*Please note that this position is funded in part by Canada Summer Jobs, and applicants must meet the Canada Summer Jobs eligibility criteria:*

- *be between 15 and 30 years of age at the beginning of the employment period*
- *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*