

CONGREGATION HOUSE OF JACOB-MIKVEH ISRAEL (HOJMI)

OFFICE MANAGER JOB POSTING

Congregation House of Jacob - Mikveh Israel (<https://hojmi.org>) is a 117-year-old Modern Orthodox synagogue located in Calgary, Alberta. HOJMI is looking for a full-time Office Manager to serve as the welcoming face of HOJMI to all who contact or visit the synagogue. The Office Manager provides administrative support to the Rabbi, lay leaders and Executive to enable the smooth delivery of the synagogue's activities. The candidate must demonstrate exceptional initiative and efficiency, strong interpersonal and communication skills, and excellent attention to detail.

About Our Community

Our HOJMI community, of over 110 member units, spans young families to retirees, old-timers to recent transplants, strictly observant to those just beginning to connect to their Judaism. Our members are active participants in synagogue life and enjoy attending meaningful services, thought-provoking classes, and fun social activities. We have a strong community spirit and many committed volunteers.

Job Description

The Office Manager is a full-time employee, reporting to the congregation's Rabbi and Board Executive. This role also provides support to the Board of Directors. As the on-site point person for congregants, vendors, service providers, and visitors to the synagogue, the role is required to maintain regular office hours. The Office Manager will be privy with sensitive information about HOJMI's business, operations, and members and must be able to maintain confidentiality.

The general job duties are as follows:

Office Management - Provide general office coverage such as answering phone calls, e-mail, and mail; keep the calendar up to date; generate notices; write tribute cards; communicate with Executive and the Rabbi; direct queries to the appropriate parties.

Finance – Process membership forms, payments and donations; prepare EFT payments (invoices and payroll); make bank deposits; track all charges and payments and check that all records balance; reconcile all bank accounts monthly and assist the Treasurer to prepare the budgets and cashflow projections; prepare reports to government agencies (e.g. – AGLC, CRA); prepare and mail donations tax receipts; prepare and file GST rebate applications; assist with annual audit.

Membership Engagement - Ensure every member has a positive customer service experience when interacting with the synagogue office; engage with prospective and current members, manage membership information in synagogue software using Rakefet

Online; assist members with filing annual membership forms and track membership renewals.

Facilities Operation and Management – Work closely with lay leadership to oversee and coordinate the synagogue's day-to-day operations, including liaising with cleaning staff, repair and maintenance contractors; prepare quarterly statements of utilities usage for Calgary Jewish Federation; ensure safety procedures are followed.

Marketing – Prepare weekly bulletins; prepare semi-annual holiday bulletins; prepare RSVP and events notices. Knowledge of Mailchimp, WordPress, Canva, Mail Merge and other marketing/communications software is an asset.

Fundraising – Track all reservations, payments, donations, and advertisements for winter and summer fundraisers; work closely with the fundraising, publicity and membership committees and assist with marketing and communications.

Qualifications:

Must have:

- Independent worker with prior administrative experience
- Bookkeeping
- Proficiency Microsoft Windows 11, Rakefet & Rakefet On-line, WordPress, MailChimp, Microsoft Office (Word, Excel, Publisher, Outlook), Adobe Acrobat (and suite), Canva
- Excellent organizational and communication skills
- Outstanding interpersonal skills, including a positive attitude, warm personal manner, and a patient and calm approach in difficult situations
- Ability and willingness to undertake a wide range of tasks; flexibility in approach to work; and an ability to work as an integral part of the synagogue team
- Proficiency in spoken and written English

Desirable:

- Good knowledge of the workings of a synagogue and Jewish life cycle events
- Experience working in a non-profit and charitable organization
- Experience working with volunteers
- Experience with software such as Google applications, CRM, QuickBooks
- Technically savvy, strong administrative computer, internet and web power user

Compensation & Benefits:

- Compensation - \$40-45K/year, commensurate with experience
- Paid time off including Jewish holidays

- Flexible hours (average 40 hours per week)

Work Location: Calgary, Alberta, In person

Please submit your resume and cover letter to Search Committee at careers@hojmi.org.