

InDeed Ad

Part-Time, Temporary - *Member Services & Events Coordinator*
November 2023 – June 2024

\$20 - \$25 an hour commensurate with experience
Hybrid – approximately 12 – 15 hours per week

Duties and Responsibilities:

1. Create and maintain welcoming relationships with current and prospective members, respond and provide information and assistance to ensure a positive experience.
2. Work with volunteers, staff, clergy, and lay leaders for information exchange regarding prospective and current and new members.
3. Encourage participation in synagogue programming and events.
4. Proactively, and with sensitivity, reach out to members to discuss issues related to dues. Work with and support bookkeeper in an effort to keep accurate financial/dues information in our member database.
5. Requires strict confidentiality with member information.
6. Serves as point of contact for facilities rentals. Prepare rental agreements based on guidelines and price lists, coordinate onsite walk-throughs, and manage operational, logistics and setups. This includes community events, funerals, b'nai mitzvah, and other simchas.
7. Cover office and phones as needed.
8. Other related duties as may be assigned by the President.

Submit applications to: reesa@emanuelsynagogue.org