

## **Program Coordinator (part-time): Goal and Job Description**

### **Goal of the Role**

The primary goal of the Program Coordinator (part-time) is to enhance the capacity and sustainability of Congregation Beit Tikvah's programming and community engagement. By efficiently managing the logistical, administrative, and volunteer coordination aspects of shul programs, the role aims to increase the amount of time that the Rabbi and lay leadership can devote to spiritual, strategic, and educational leadership and program planning. This will enable the synagogue to offer a greater variety and frequency of high-quality programming, including spiritual, social, and educational events, and free up staff and volunteer hours for membership recruitment and engagement and communications. On a per-week basis the workload will vary and is expected to average 12 hours per week.

### **Job Description**

This part-time position will be titled *Program Coordinator* and will report directly to the Rabbi of Congregation Beit Tikvah.

The Program Coordinator will have a hands-on role responsible for the seamless and sustainable execution of all synagogue programming. This position manages the logistical, administrative, and personnel requirements for weekly Shabbat, and holiday programming and special events. Additionally, the Program Coordinator will assist in the public-facing activities of the synagogue, playing an active role in community engagement, outreach, and membership recruitment efforts as directed by the Rabbi or delegate.

Key areas of responsibility are described below:

#### **Program Management**

- Program Execution - Manage and support the logistical execution for weekly, holiday, and special events, including setup, breakdown, scheduling, and ensuring necessary resources are procured and ready.
- Shabbat & Holiday Preparation - Prepare for dinners and Kiddush lunches as well as special events.
- Volunteer Coordination - Serve as the central point of contact for program-related volunteers, creating clear task lists, scheduling shifts, training volunteers on specific deliverables, and ensuring effective deployment and appreciation of their efforts.
- Vendor/Supplier Coordination - Manage relationships and contracts with vendors, caterers, and suppliers (e.g., ordering supplies, maintenance requests) to ensure smooth operations within budget.
- Community Relationships - As needed, engage with synagogue members and non-members in a warm, friendly, supportive and welcoming manner, with the goal of increasing attendance in shul programs. Act as a warm, welcoming, and knowledgeable point of contact.

### Administrative Support

- Calendar & Scheduling - Maintain a comprehensive and accurate master calendar for all synagogue activities, coordinating with the Rabbi and committee chairs to avoid scheduling conflicts.
- Inventory Management - Maintain organized inventory of program-related supplies to ensure timely restocking at optimal prices.
- Budget Support - Assist the Rabbi in tracking program-specific expenses, ensuring adherence to allocated budgets, and providing reports on spending.
- Support other shul initiatives from time to time.

### **Qualifications and Attributes**

- Experience - (2+ years preferred) in event coordination, office management, administrative support, or a related field.
- Organizational Skills - Reliable organizational and time management skills, with a proven ability to manage multiple complex projects simultaneously and meet deadlines.
- Interpersonal Skills - Good communication skills, demonstrating warmth, professionalism, discretion, and the ability to interact effectively with a diverse membership, lay leadership, and volunteers.
- Technical Proficiency - Competency in standard office software (e.g., Microsoft Office / Google Suite) and familiarity with or ability to quickly learn membership databases, email marketing platforms (e.g., Mailchimp), and basic website content management systems.
- Jewish Literacy - Familiarity with the basic rhythm of the Jewish calendar, synagogue operations, and the logistics associated with Shabbat and holiday observances is highly desirable.
- Self-Starter - Proactive, resourceful, and capable of working independently with minimal supervision to achieve defined goals.

### **Core Competencies**

- Customer / Community Focus - A genuine desire to serve and engage the community.
- Execution & Accountability - Strong sense of ownership and follow-through.
- Teamwork & Collaboration - Ability to motivate, delegate to, and appreciate volunteers.
- Problem-Solving - Ability to quickly and calmly address unexpected logistical challenges.

To be considered for this position, please send your application including supporting background information, via email to [president@cbto.ca](mailto:president@cbto.ca)