### Job title: Congregational Life Coordinator (CLC)

### Job summary

Temple Israel (TI) is a progressive conservative synagogue of approximately 200 families located in central Florida (Orlando metro). The TI CLC is a full-time employee who reports to the TI Board of Directors and works closely with our Rabbi and synagogue president. The CLC’s overall function is to develop, support and coordinate programming for the TI congregation as well as overseeing general growth and development, administrative and educational operations of the Meitin Religious School, and Temple Israel Youth Programs. In addition, the CLC serves as the senior staff member of the office. The CLC provides office services by implementing administrative and content related systems, procedures, and policies; monitoring administrative projects; and maintaining/coordinating a calendar of congregational and school events.

**Responsibilities include:**

* Administration of the Meitin Religious School, Family and Youth programming, in conjunction with the Rabbi, administrative staff, and lay committees to include budgeting, education, youth, marketing and public relations.
* Curriculum development and implementation, staff selection and retention and professional development.
* Coordinating post-B’nai Mitzvah youth ritual, educational and social programs including L’Dor v’Dor, Kadima and USY.
* Implementation of Youth Shabbat and Holiday services.
* Helping to develop and implement social programs for the school and congregation working with, but independent of other committees.
* Coordinating calendar events scheduled by synagogue committees (e.g. membership) or auxiliary organizations (e.g. sisterhood) assuring that resources required are identified and provided as needed and that activities are communicated to all parties including the congregation
* Supporting and attending religious services and social, educational and ritual events on regular basis
* Providing first line supervision to the office staff.

Salary: $45,000 – 55,000, depending on experience and education

**Desired Skills and Experience**

• Master’s (preferred) or Bachelor's degree in Education, Jewish studies, or other complementary field with religious school teaching or youth programming experience and/or relevant managerial experience.

• 2 – 4 years’ experience working in a synagogue or religious school setting, 3 years administrative experience preferred.
• Skills to be a service leader for Junior Congregation and Birkat Hamazon, desirable.

• Demonstrated knowledge, understanding and commitment to Conservative Judaism practices, values, and priorities.

**Special skills**

* + Self motivated, energetic personality, able to adapt to new situations
	+ Highly developed communication and people skills
	+ Proficiency with MS Office and Google

**Relationships**

With regard to duties for the congregation, the CLC reports to the President of the congregation and works closely with the Rabbi and the office staff. In addition the CLC coordinates with all committee chairpersons and the Meitin Religious School staff. The CLC will be an integral part of the TI family and would be expected to have regular attendance at religious services and synagogue events.

**Special requirements**

There are no special physical requirements for this position. However, it may be necessary from time-to-time to help lift/move tables, chairs, and other small furniture or supplies in the social hall or school.

**Disclaimer**

This job description is only a summary of the typical functions of the job of CLC, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. Further, the responsibilities, tasks, and duties of the CLC might differ from those outlined in this description and other duties, as assigned, might be part of the job.

Interested candidates should send a cover letter and resume to either office@tiflorida.orgor mail it to Temple Israel 50 S Moss Rd Winter Springs, FL  32708