**Administrative Assistant / Social Media Coordinator**

**Responsibilities**

The Candidate will develop original content and suggest creative ways to promote the Beth Zion Congregation (BZC), a modern Orthodox Synagogue, in the community, and continue good engagement with current members.

Update and maintain client database. Greet guests. Provide first telephone or face-to-face contact for those looking to communicate with the Rabbi, including BZ staff, committees and other members, outside clergy, the press, students, members of the general public, etc.

Respond to or appropriately refer internal and external requests for information regarding service times and details, Jewish rituals and customs, yahrzeits, holidays, religious materials, upcoming programs, and other inquiries and documents.

Provide administrative support to office staff and Rabbi, including but not limited to the following:

set meetings and manage calendar

handle written correspondence and email

coordinate Bar and Bat Mitzvah and wedding appointments with party planner or executive director

prepare paperwork for weddings and other life cycle events

administer special events

Create flyers for committees and events.

Coordinate and prepare bi-annual synagogue bulletin.

Prepare weekly Shabbat handouts and special handouts for holidays; prepare weekly yahrzeit lists and deceased lists.

Create the Schedule of Services.

Order food for kiddushim and special events

Help coordinate Adult education evenings and Scholar’s in Residence as required, including liaison with speakers, travel arrangements, accommodations and payment of honoraria.

Attend programs to post photos, videos and news to social media platforms.

Maintain lists, update and provide information/generate reports as needed for life cycle events, birthdays and anniversaries, committee use, Annual Meetings, school and event marketing, etc.

Book travel and arrange accommodations for Rabbi, visiting clergy, scholars-in-residence as required.

Prepare and proofread Bulletins, e-newsletters, brochures, flyers and other documents as requested.

Generate yahrzeit letters and memorial plaque letters.

Send notices of recent deaths.

Prepare mazal tov and condolence letters.

Proven mastery of social media, and should be able to anticipate and problem solve.

**High Holy Days:**

liaise with the Parnass to send aliya invitations and prepare the aliya lists

liaise with visiting cantors to make sure their dates and remuneration is covered

Assist in seat assignments

**Position** **Requirements**

Expertise in multiple social media platforms, including Facebook and Instagram.

Ability to create and deliver content (text, image and video).

Excellent communication and analytical skills.

Software Experience: Excel, Publisher, Outlook. WordPress, Canva, Facebook and Instagram. Shulcoud knowledge is an asset.

Must be fluent in English - spoken and written; Spoken French an asset

Salary commensurate with experience

Interested applicants should send cv to zev@bethzion.com