



J.ROOTS COORDINATOR

The **J.Roots Coordinator** is a key front-line staff person for the J.Roots Hebrew Supplementary School providing general administrative duties for the school and exceptional customer service to new and past students and their families. We have an opening for a full-time hours 12-18 month maternity leave contract to join our dynamic team. **Mid-November 2018 start date.**

KEY RESPONSIBILITIES INCLUDE:

As the J. Roots Coordinator, the successful candidate is required to perform the following duties and undertake the following responsibilities in a professional manner:

- Provide exceptional customer service and ensure retention of existing students;
- Assist in recruiting new students for programs and the new school year;
- Maintain a direct dialogue with parents with regards to registration and tuition payments;
- Maintain accurate databases of:
 - student contact information and staff contact information, medical information
 - accommodation needs, emergency contact information
 - parent information
 - tuition information, including payee details
- Help organize the sign-up process for all J. Roots teachers at the start of each year, including employment contacts, TD1 forms, and other required documents prior to their first day of work;
- Help organize professional development days for teachers, including: venue, materials, and facilitators;
- Communicate with parents via e-mail or phone regarding school matters, requests, concerns as needed;
- Troubleshoot and provide solutions to problems as needed;
- Provide general administrative duties, including: filing, photocopying, distributing material to teachers;
- Follow up on student absentees in all groups, alongside the teachers;
- Able to work flexible work hours, including evenings and available to work on Sundays - 30 Sundays, according to J.Roots calendar;
- Assist/ participate in organizing J. Roots open houses/information sessions, or parents meetings;
- Assist with other administrative tasks as assigned;
- Participate in J events and activities.

KEY REQUIREMENTS INCLUDE:

- University degree or College diploma in communication, administration, education, event planning and/or business management.
- 2+ years demonstrated outstanding experience in administration.
- Experience with social media.
- Superior communication and English, Hebrew and Russian language skills –oral and written.
- Strong proficiency with Microsoft Suite Applications, including Outlook, Excel, Word, and PowerPoint.
- Strong knowledge of Jewish culture, traditions, Israel and community a must.
- Ability to work well with volunteers, lay leaders and a diverse group of part-time staff.
- Experience in non-profit sector an asset.
- Ability to work a flexible schedule, including some evenings and 30 Sundays through the school calendar
- Diplomacy and high-level problem resolution skills.
- A “can do” positive attitude and bias to "YES".
- Excellent interpersonal and customer service skills: great attitude, warm, friendly and flexible.
- Ability to multi-task effectively, maintaining a high level of accuracy and meet deadlines.

APPLICATION PROCESS:

The Schwartz/Reisman Centre (SRC) is dedicated to serving the community’s cultural, educational, fitness, social, spiritual and recreational needs. From tots to teens, young adults to seniors, there is something for everyone! The SRC’s programs and services are guided by Jewish values and are open to all, regardless of gender, race, ethnic origin, age, religious affiliation and/or disability. Accommodations during all phases of the hire process will be made wherever possible. If you are interested and qualified for this position please submit your resume via e-mail no later than **October 22, 2018** to elaine@srcentre.ca with a cc to tova@srcentre.ca.

We appreciate and thank you for your application, however we will only contact those candidates we wish to interview.