Congregation Ahavath Sholom seeks an energetic, enthusiastic and adaptable **MANAGER OF SYNAGOGUE OPERATIONS** to lead our vibrant community.
This is an onsite, full-time position that will require some weekends.

**RESPONSIBILITIES:**
- Oversee the daily office operations of the congregation, facility maintenance, and staff supervision
- Oversee safety and security protocols within the congregation
- Serve as the primary point of contact for congregants, staff, and external stakeholders, fostering a welcoming environment
- Collaborate with the Board of Directors to develop and implement strategic initiatives to support the growth and sustainability of the congregation and inclusive environment
- Manage, coordinate, and oversee all events being held at the synagogue
- Manage administrative tasks, including record-keeping and communication efforts
- Manage vendor relationships and negotiate contracts where necessary

**Qualifications:**
- Proven ability to work independently and as part of a team, with strong leadership and interpersonal skills
- Strong organizational, multitasking, time management skills, with attention to detail
- Self Starter, adaptability to different personalities of congregants and staff members
- Collaborative spirit and ability to work with diverse group including clergy and volunteers
- Technical Proficiency with computer applications, including Microsoft Office and operations management software
- Basic knowledge of Judaism

**BENEFITS:**
Salary range based on experience and qualifications.
Health Insurance Benefit Package

Join our dedicated team and make a difference in the lives of our community and our family of families. To apply, please submit your resume and cover letter outlining your qualifications and interest in the position to:
 **Congregation Ahavath Sholom - Attn: Hiring Committee**
4050 S Hulen, Fort Worth, TX 76109
Or via email: jobs@ahavathsholom.org

We value diverse perspectives and experiences. If you're interested in this role, we encourage you to apply—even if your background doesn't perfectly match every requirement.