



Employment Opportunity: Administrative & Marketing Coordinator

Organization Overview

Makom: Creative Downtown Judaism

Makom – meaning place or space in Hebrew – is a grassroots Toronto community fusing Jewish tradition and progressive values since 2009. Through spirituality, learning and culture, Makom creates inclusive space that inspires diverse participants to explore together how Judaism can meaningfully enrich our lives. For more about Makom, please see our [video](#) and [website](#).

Makom hosts weekly spirited and participatory Friday night services, holiday programs, meditation, adult education classes, and family programs. [Makom Afterschool](#) is an innovative, five-day-a-week after-school program of Hebrew language immersion and pluralistic Jewish learning for children in JK through Grade 4, with three locations in downtown neighbourhoods.

Position Description

Administrative & Marketing Coordinator

Part time, 15-20 hours per week

The Administrative & Marketing Coordinator will support the organization by managing overall administration, leading social media marketing and promotional outreach, and coordinating events and programs.

Responsibilities

- Manage social media: Facebook page, WordPress website, online calendar, MailChimp newsletter, Twitter feed, etc.
- Implement and maintain office and organizational procedures
- Coordinate and support creative programs and events of Jewish life and learning
- Support Makom Afterschool logistics and administrative needs
- Assist with fundraising, donation receipting, and grant writing
- Promote and coordinate use of Makom's storefront space
- Coordinate board meetings and reporting
- Handle administrative aspects of CRA charitable-status regulations and compliance
- Respond to phone and email inquiries

Qualifications

Required:

- 3-5 years of administrative experience
- Strong organizational and administrative skills with excellent attention to detail and follow up
- Knowledge of marketing, particularly with social media platforms such as Facebook, Twitter, and WordPress-based websites
- Fluent in MS Word, Excel, and PowerPoint and knowledge of electronic newsletter formatting (e.g., MailChimp)
- Excellent written communication skills; ability to edit and proofread documents
- Initiative to propose best practices and procedural improvements
- Excellent interpersonal skills and customer-service orientation
- Flexible schedule, including ability to work some evenings and weekends

Preferred:

- Hebrew language knowledge
- Familiarity with Judaism and Jewish community
- Experience using QuickBooks or other small business accounting software
- Experience organizing and working with lay leaders and volunteers
- Graphic design skills

Compensation

- \$15-\$20 per hour, contingent on experience and qualifications
- 15-20 hours per week, with the possibility of increasing hours as the organization grows
- Includes vacation pay, paid sick leave, and statutory holiday pay

To Apply

Please send a resume and thoughtful cover letter to aaron@makomTO.org. Applications will be accepted until the position is filled. Due to the high volume of applications received, only those candidates selected for an interview will be contacted.