

SSDCSC Office Administrator– Job Description

Position Title: Office Administrator

Reports To: Secretary/Office Director

Location: Devi Mandir, 2590 Brock Road, Pickering, Ontario

Employment Type: [Part-time Paid Position]

Position Purpose:

To ensure the smooth, efficient, and respectful administration of the temple's day-to-day operations, providing high-quality support to the Board, pundits, temple volunteers, devotees, and visitors. The Office Admin maintains organized records, manages communications, coordinates administrative volunteers, pundits' schedules, oversees temple space rentals and bookings, and upholds the temple's values of service (*seva*), integrity, and hospitality.

Key Responsibilities:

Administrative Operations

- Manage the temple's front office functions, including reception, telephones, email, and mail.
- Maintain well-organized filing systems (paper and digital).
- Ensure accurate record-keeping of temple activities, membership, donations (in coordination with Treasurer & Chair), rental agreements and correspondence.
- Draft and format letters, notices, and other communications as directed by the Secretary & Chair.
- Maintain office supplies inventory and place orders as needed.

Communication and Customer Service

- Serve as a professional and welcoming first point of contact for visitors, devotees, and special guests..
- Respond promptly and respectfully to phone, email, and in-person inquiries.
- Provide information about temple hours, services, and events.
- Support communication between the Board, temple staff, devotees, and community.

Temple Rentals and Booking Management

- Coordinate all aspects of temple facility rentals for private functions (e.g., weddings, ceremonies, meetings).
- Maintain a clear and organized booking calendar electronically.
- Communicate rental policies, rates, and requirements to renters.
- Process rental agreements, deposits, and payments in coordination with the Treasurer and Directors of Religious
- Ensure all renters comply with temple guidelines and respect sacred spaces.
- Coordinate setup, cleaning, and scheduling with Facilities staff or volunteers.
- Serve as the point of contact for all rental-related questions and issues.
- Reports all urgent issues needing resolution to Secretary and Chair

Volunteer and Staff Coordination

- Help recruit, schedule, and train office volunteers as needed.
- Coordinate administrative volunteers or junior staff.
- Ensure all staff and volunteers adhere to temple values and protocols.

Compliance and Record-Keeping

- Ensure records and files meet any legal or regulatory requirements.
- Maintain confidentiality of sensitive or personal information.
- Support the Secretary in filing reports or applications with government or religious authorities.

Meeting and Board Support

- Assist the Secretary with preparation and distribution of Board meeting agendas, minutes, and notices.
- Support Board members with document preparation and record management.
- Coordinate meeting room set-up, scheduling, and other equipment as required..

General Duties

- Assist in event administration (registration, logistics support).
- Support temple fundraising mailings or communications in coordination with Communications Director.
- Perform other administrative duties as assigned by Management

Qualifications and Skills:

- Prior experience in office administration, customer service, or facility management preferred.
- Strong organizational and time-management skills.
- Excellent written and verbal communication abilities
- Proficiency with office software (e.g., MS Office, Google Workspace).
- Ability to supervise and motivate volunteers or staff.
- Respect for Hindu traditions and sensitivity to diverse devotee needs.
- Commitment to ethical and confidential work practices.

Values and Expectations:

- Uphold the temple's spiritual and cultural values in all interactions.
 - Demonstrate *seva* (service mindset), *satya* (truthfulness), and *dharma* (duty).
 - Maintain a respectful, welcoming, and professional demeanor at all times.
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Compensation: Paid position - \$20/hr

Work Schedule:

Regular Hours of Work: Monday to Saturday, except Wednesday - 2:00 p.m. to 6:00 p.m. and as needed on mornings/weekends during events or rentals

Application Instructions:

How to Apply

Interested candidates are invited to submit the following:

- A current résumé outlining relevant experience
- A brief cover letter highlighting interest in the role and alignment with the Mandir's values
- Two professional references

Applications should be sent via email to:
info@devimandir.com

Subject Line: *Office Administrator Application – [Your Full Name]*

Deadline

Applications will be accepted until **May 31, 2026**. Early applications are encouraged, as interviews may be conducted on a rolling basis.

Additional Information

- Only candidates selected for an interview will be contacted
- The successful candidate must be legally eligible to work in Canada
- Familiarity with Hindu religious practices and community engagement is considered an asset
- Bilingual in English and Hindi will be considered an asset