TEMPLE SINAI

Sinai Spaces — Community Venue & Events Manager

POSITION OVERVIEW

Job Title: Community Venue & Events Manager

Division: Sinai Spaces

Organization: Temple Sinai

Hours: Part-time, 12 hours per week

Compensation: $22.00 per hour

Reports To: Executive Director

ABOUT SINAI SPACES

Sinai Spaces is the community venue division of Temple Sinai, offering our beautifully maintained facility for rent as office space, kitchen commissary, community/corporate events, and milestone celebrations. Our mission through Sinai Spaces is to serve the New Orleans community, while supporting the financial sustainability of Temple Sinai.

POSITION SUMMARY

The Community Venue & Events Manager is the primary point of contact for all Sinai Spaces rentals. This role combines venue management, client relations, marketing, and sales to grow Temple Sinai's rental program. The ideal candidate is organized, personable, and enthusiastic about connecting people with our space.

KEY RESPONSIBILITIES

Venue & Rental Management

- Serve as the primary point of contact for all rental inquiries and bookings
- Manage the rental calendar and coordinate scheduling across office space, kitchen commissary, and event/wedding rentals
- Conduct tours of the facility for prospective renters
- Prepare and process Temple Sinai rental agreements
- Coordinate with Temple staff and vendors to ensure spaces are properly set up and maintained
- Be available on-site as needed during rental events

Sales & Outreach

- Actively market Sinai Spaces to prospective clients including small businesses, co-working platforms, caterers, food entrepreneurs, and event planners
- Develop and maintain relationships with repeat clients and community partners
- Respond promptly to inquiries via phone, email, and referrals
- Identify opportunities to grow rental revenue and expand the client base
- Represent Temple Sinai with professionalism and warmth in all client interactions

Administration

- Track bookings, revenue, and client information using designated organizational tools
- Communicate regularly with Executive Director regarding rental activity and any issues
- Ensure compliance with Temple policies and any applicable local regulations

QUALIFICATIONS

Required

- Excellent interpersonal and communication skills
- Strong organizational skills and attention to detail
- Ability to work independently and manage multiple tasks
- Comfort with basic administrative tools (email, calendar software, etc.)
- Availability to occasionally work evenings or weekends as rental events require

Preferred

- Experience in venue management, event coordination, hospitality, or sales
- Familiarity with the local business and events community
- Experience working with a nonprofit or faith-based organization

WORK ENVIRONMENT

This is a part-time, hourly position based at Temple Sinai. The role requires both scheduled office hours for administrative duties and flexible availability to accommodate client tours and rental events. The Community Venue & Events Manager will work closely with Temple staff and leadership in a collaborative, mission-driven environment.

HOW TO APPLY

Interested candidates should submit a resume and a brief cover letter describing their interest in Sinai Spaces and relevant experience to Temple Sinai Executive Director, Jenn Daley at jdaley@templesinaino.org.

Temple Sinai is an equal opportunity employer and welcomes applicants of all backgrounds.