

Temple Emanu-El Job Description

Job Title: Member Care Team Summer Intern
Reports to: Director of Membership
Hours: 15-20 hours per week

POSITION SUMMARY:

Temple Emanu-El is seeking an enthusiastic summer intern to assist with various tasks and responsibilities in the Advancement office. Under the direction of Alex Horn, Director of Membership, the Intern will be involved in updating records and supporting daily operations of the office, as we prepare for the new fiscal year. This is an in-person position.

RESPONBILITIES:

- Assist with data entry and constituent record updates in Raiser's Edge/Blackbaud
- Scan membership files and upload into Raiser's Edge/Blackbaud
- Assist in other duties as directed by the Membership Director and/or Senior Director of Congregational Advancement

KEY REQUIREMENTS:

- Proven experience with Microsoft Office Suite
- Ability to work independently and take initiative on projects
- Confidentiality when dealing with sensitive issues and information
- Database knowledge preferred
- Willing to support the mission of Temple Emanu-El
- Able to interact with Temple staff, clergy, and lay leaders

JOB REQUIREMENTS:

- Education: Enrolled as an undergraduate or graduate student
- Experience: The ideal candidate will be detail oriented, have strong communication and organizational skills. Candidates will exhibit self-initiative and resourcefulness. General interest in nonprofit management preferred.

TEMPLE EMANU-EL MISSION AND VALUES:

Temple Emanu-El is a vibrant Reform Jewish community that strives to be a place of sacred encounter. It is a place where learning, prayer and deeds change people's understanding of themselves, of their world and their responsibilities in it. Learn more about us here: <https://www.tedallas.org/our-temple/mission-and-values/>

To Apply: Please send to Alex Horn, Director of Membership, at ahorn@tedallas.org

- Cover letter referencing the job title "Member Care Team Summer Intern"
- Resume