

Hindu Temple & Indian Heritage Cultural Center - Temple Manager, Madrid, Iowa.

Hindu Temple & Indian Heritage Cultural Center seeking applications from qualified candidates for a full-time/part-time Temple Manager position.

The Manager shall work closely with all HTCC & IHCC constituents – devotees, priests, any staff (cooking/cleaning/handyman), volunteers and visitors in & out of the community; and ensure smooth functioning of religious activities, humanitarian services, cultural, youth, education, and other temple events.

The Manager shall provide leadership, manage staff, and oversee day-to-day temple operations and perform daily hands-on operational duties. Candidates with strong managerial experience, including reporting, people skills, excellent customer service record, fundraising experience, and a passion to work in a temple environment are encouraged to apply.

The candidate should have all the necessary documents and work permit according to US Immigration policies.

Major Areas of Responsibility:

- Manage front desk operations, in compliance with HTCC, IHCC and community regulations and all related needs and maintenance personnel
- Maintain excellent interpersonal skills to interact cordially with devotees, priests, and other coworkers. Be able to create a welcoming atmosphere for the devotees
- Monitor time and attendance of other staff and report to the temple management board if any action is needed.
- Coordinate and manage devotee services like religious/pooja bookings, IHCC facility bookings like weddings, Cultural events, personal family functions or services.
- Schedule Priest's duties (in and outside temple) and ensure timely and satisfactory performance of poojas, rituals, and other devotee services, track outside activities,
- Implement strong cost controls on temple general and religious inventory, material donations and procurement of supplies (food, religious items, maintenance, cleaning etc.).
- Monitor and maintain clean HTCC & IHCC premises, including the temple hall, event halls, inside/outside, maintain state of good repair of all HTCC & IHCC facilities and equipment.
- Work and coordinate with management/board and relevant parties to provide a safe and secure temple environment for HTCC/IHCC.
- Increase membership of devotees, track and Reach Out to devotees via phone, email and other social media
- Maintain Hindu culture awareness. Assure that Hindu religious customs are followed on the property, e.g. no meat or alcohol on property and no pictures allowed inside the main sanctum.
- Basic computer skills required, including MS Office, MS Word, Google Docs and other needed applications while managing other social media network for outreach
- Budget and Expense tracking for individual HTCC, IHCC activities/bookings and Inventory.
- Flexible availability during temple operational hours determine work schedule based on temple needs and events.

Skills/Qualifications:

- Office management experience
- Communication skills, Supervision and good organizational skills
- Computer and social media skills

- Budget & Expense reporting
- Knowledge/Awareness of Hindu culture and values