



The Hindu Temple of Greater Springfield (HTGS)

1001 West Walnut Street, Chatham, IL 62629 Ph: 217-697-8174

www.SpringfieldTemple.org Email: Manager@SpringfieldTemple.org

Tax-Exempt 501(C) (3) Organization

Position Announcement

HTGS is seeking applicants for the Office Manager position. The details of the position are provided below:

- **Job Title:** Office Manager position which will report to the HTGS Executive Committee (EC) and the EC President
- **Location:** HTGS, 1001 W Walnut St, Chatham, IL 62629
- **Key Responsibilities:** following are the key responsibilities of this position:
 1. Schedule temple related activities such as Annadata, Puja, help for cleaning and yard work etc.
 2. Receive contributions from devotees and issue receipts
 3. Keep track of contributions received from temple devotees and expenses incurred
 4. Help with depositing funds in the bank
 5. Help with other miscellaneous temple activities as the need arises
 6. Order supplies
 7. Maintain inventory of physical assets
- **Requirements:** The applicant should have good communication skills. Must be proficient in both writing and speaking in English. Must also possess working computer knowledge of MS Word and Excel software packages.
- **Time Commitment:** up to 20 hrs. per week (hours can be flexible as agreed based on mutual convenience)
- **Salary:** \$ 10,000 per year
- **Application Process & Deadline:** please mail or drop your application at the address given above under location. Applications will be reviewed starting Oct. 1, 2018 on a rolling basis until the position is filled.