

Current Job Openings at S.V. Temple, Pittsburgh

Operations Manager :

Job Summary

Śri Venkateśwara Temple (S.V. Temple), Pittsburgh is searching for an efficient and highly detail oriented individual to manage all aspects of the temple operations under the policies and guidelines set by the Board of Directors of S.V. Temple.

Devotee satisfaction has been a valued goal at Śri Venkateśwara Temple of Pittsburgh, the first Hindu temple in North America, ever since it was established in 1976.

The staff consists of ten priests, four paricharikas, an operations manager, three area supervisors and three to four cashiers, maintenance, custodial and security staff. Large number of volunteers is also an integral part of the temple operations.

Hence, we are in search of a team member who shares our goals and is able to manage our operations, while effectively interacting with devotees, volunteers and staff.

We plan to fill this position as soon as the suitable candidate is identified. If you are interested in the position, please apply for the job as soon as possible.

Core Responsibilities

- Assist Board of Directors (Board), specifically, the Secretary and Treasurer, in implementing the Temple policies under the established guidelines and in managing the temple.
- Assist Executive Committee (EC), specifically, the President and various committee chairpersons in executing day-to-day activities of the temple.
- Oversee all aspects of revenue and expenditures, and assist Board & EC with required financial and other reports. Function as liaison between the temples' elected officers and outsourced agencies such as, book keeping, payroll, security, custodial, other maintenance services, and vendors.
- Supervise Office Staff, Religious Staff, Kitchen, Custodial Staff, and Security Staff.
- Assist in Religious function planning and execution, kitchen operations, facilities maintenance and construction projects.

Qualifications

- Shall have at least a Bachelor's degree, preferably in business, and good working knowledge in MS Office products and familiarity with Windows applications and other software.

- Five to 10 years of experience in management, preferably in a non-profit corporation.
- Excellent communication skills, ability to delegate responsibilities and follow-up are a must. Ability to function calmly under pressure and deal with different and difficult situations is a plus.
- Should be able to prioritize and complete the tasks in a timely manner.
- Should be a US citizen or a permanent resident.

Salary & Benefits

Salary will be commensurate with candidate's experience. Benefits include health insurance, paid vacation and 403 (b) contributions and project driven bonus.

Interested candidates should direct their résumés with cover letter and contact details of at least three references to jobs@svtemple.org.

Cashier/Office Support (Immediate Need):

Applications are being accepted for a **part-time Cashier/Office help** position at Śri Venkateśwara (S.V.) Temple, Pittsburgh.

Applicants are expected to have the following qualifications:

- Must have a work permit
- Customer Service Orientation
- At least a High School Diploma
- Ability to answer phone calls
- Basic knowledge of using computers
- Basic proficiency in MS Office Suite (Word, Excel, PowerPoint)
- Fluency in English
- Understanding of Hindu culture and religious practices
- Willingness to work evenings and weekends is a must
- Familiarity with one or more Indian regional languages (e.g. Telugu, Tamil, Kannada) will be a major plus

Priest Services Supervisor (Immediate Need):

Applications are being accepted for a part-time Priest Services Supervisor position at Śri Venkateśwara (S.V.) Temple, Pittsburgh. The candidate must be a Permanent Resident (i.e. Green Card holder) or a US Citizen.

Duties:

- Coordinate daily and weekly schedules of the priests
- Schedule priests for outside services
- Monitor the performance of priests
- Interview and recruit priests for temporary positions
- Assist the Operational Manager in any other day-to-day operations of the Temple, including supervising Paricharikas
- Advising and answering questions of devotees related to religious matters

Required qualifications:

- Educational Qualification – Bachelor Degree is preferred
- Work experience – Have at least two years of supervisory or management experience
- Thorough knowledge of the daily rituals performed at Venkateśwara Temples
- In-depth knowledge of Religious Services offered at the Temples
- Familiarity with “Upanishads, Pancha Suktas”
- Competent to plan and conduct various religious functions including important functions “Brahmotsavam, Pavitrotsavam, Vasantotsavam and Teppotsavam.”
- Capability to conduct interviews for hiring Pāñcharātra Āgama Priests from India or US
- Fluency in English and the ability to communicate in Kannada, Tamil, Telugu and Hindi
- Knowledge of Sanskrit is a plus
- Knowledge of Pañchāngam (Hindu Almanac), which is critical to create the annual religious calendar for the temple, is preferred
- Ability to use emails to communicate with devotees/office staff/volunteers is a MUST

Interested individuals can send their resumes to operationsmanager@svtemple.org or fax to (412)373-7650.

Priests:

Śri Venkateśwara Temple hires priests for temporary assignment every year to replace the priest who completed their temporary assignment.

Applicants must be Śri vaishnava priests trained in Pāñcharātra Āgama Śāstras.

All the applications must have the following for considering for the position of the Priest:

- ❖ Résumé with phone and email contact information
- ❖ Certificates of training
- ❖ Work experience certificates
- ❖ Names of three references who are not related to you
- ❖ Any certificates that are not in English must be accompanied by certified documents

translated into English. Please note that only the completed applications are considered by the Committee in charge of reviewing the received application.

Interested individuals can send their completed resumes with other required documents to S.V. Temple to via email at svrvaru@svtemple.org or fax at (412)373-7650.

Nadaswaram Artists:

Śri Venkateśwara Temple hires from time to time two Nādaswaram artists (Nādaswaram and Tavil) for temporary positions to perform at daily and major religious services of the Temple. Applicants must have experience in working at the temple and must be available to perform at the daily rituals of the Temple.

All the applications must have the following for considering for the position of the Nādaswaram artist:

- Résumé with phone and email contact information
- Certificates of training
- Work experience certificates
- Names of three references who are not related to you
- Any certificates that are not in English must be accompanied by certified documents translated into English. Please note that only the completed applications are considered by the Committee in charge of reviewing the received application.

Interested individuals can send their completed resumes with other required documents to SV Temple to via email at svrvaru@svtemple.org or fax at (412)373-7650.