

Current Job Openings at S.V. Temple, Pittsburgh

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 Śastras.

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 srivar@svtemple.org or fax at (412)373-7650.

Nadaswaram Artists:

Śri Venkateśwara Temple hires from time to time two Nādaswaram artists (Nādaswaram and Taval) 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 srivaru@svtemple.org or fax at (412)373-7650.