



PARK AVENUE SYNAGOGUE

JOB TITLE:

Operations Manager for Events

DESCRIPTION OF PARK AVENUE SYNAGOGUE:

Park Avenue Synagogue (PAS) is one of the largest Conservative congregations in North America. Located on Manhattan's Upper East Side, the synagogue includes staff of more than 180 talented individuals, who together with our world-class clergy team, serve a membership of over 2000 households. Our thriving Adult Programming, Penn Family Early Childhood Center, Congregational School, Youth, and Young Family Education departments provide high quality and inclusive Jewish educational, social, and worship opportunities to our members and the community at large.

DESCRIPTION OF JOB:

Reporting to the Chief of Staff, the Operations Manager of Events is a key member of the Operations team and is responsible for overseeing, coordinating, and executing the operational components of synagogue events in alignment with our mission and Jewish traditions. The range of events include Bris/Baby Naming, B'nei Mitzvahs, Weddings, Shivas, holiday and other milestone celebrations, Shabbat dinners, Kiddishes, and community-wide gatherings. This individual will collaborate with PAS members and nonmembers, caterers, and PAS staff to ensure the seamless execution of events from fielding initial space inquiries, working with PAS' facilities team on room set-up's, managing delivery and pick-up schedules with vendors to billing and overseeing budgets. They will also be responsible for purchasing items and maintaining building pantries and supplies in multiple locations. In addition, the Operations Manager will also plan and execute staff events, including but not limited to, holiday celebrations and appreciation activities and events.

The ideal candidate will be a highly organized, collaborative, and detail-oriented professional with excellent communication skills and a warm, service-oriented demeanor. They must be able to manage multiple priorities with grace, collaborate effectively, and respond sensitively to the

March 2026



PARK AVENUE SYNAGOGUE

diverse needs of synagogue members and external stakeholders. Familiarity with Jewish customs, Shabbat and holiday observances, and synagogue life is a plus.

This position is Tuesday – Friday (10am – 6pm) and Saturday (11am-2pm) in-person and the position also requires on-site presence during the High Holidays. Some weekdays may require earlier starts or later departures to effectively support the synagogue community and its events.

RESPONSIBILITIES:

- Serve as the primary point of contact for all event space rentals—meet with members, non-members and outside organizations, prepare and execute contracts, track payments, and oversee day-of-event operations. Work closely with PAS administration, program leaders, and clergy teams.
- Manage and coordinate all space rentals in collaboration with PAS colleagues, including working with outside caterers, event managers, and other vendors on logistics; maintain an up-to-date master calendar of all inquiries and rental and catered functions.
- Oversee logistically components of event management and catering for major synagogue events and coordinate with internal departments on all catered programs, including Sukkot dinners and Passover Seders.
- Collaborate with key internal stakeholders to coordinate catering orders for weekly community events and onsite management including delivery, storage, and set-up's.
- Manage the Events department budget, including creating and tracking expenses and coordinating with the Finance Department to ensure accurate billing and timely payments. Annually review PAS rental expenses and sponsorship costs to ensure that expenses do not exceed revenue.
- Collaborate closely with PAS programs leaders on scheduling and space management
- Collaborate with Facilities and AV staff on room set-ups, vendor schedules and needs, kitchen spaces, and in-house event equipment.
- Plan and execute internal staff events such as appreciation gatherings, holiday celebrations, retreats, and meetings to support team engagement and morale.



PARK AVENUE SYNAGOGUE

- Manage real-time problem resolution, address concerns, respond to emergencies, and foster a positive experience for all attendees.
- Develop, implement, and regularly update organizational policies for catering, kitchen use, and event space protocols. Ensure vendor compliance with all requirements, including insurance, alcohol policies, décor guidelines, setup/breakdown procedures, and coordination with maintenance and security teams.
- Maintain and update an approved list of food vendors for internal use; collect, track, and manage required documentation, including certificates of insurance.

QUALIFICATIONS:

- Bachelor's degree required.
- 5 plus years of experience in event or hospitality operations; experience in a synagogue or Jewish communal setting is not required but is preferred.
- Outstanding organizational and multitasking skills; able to manage multiple events and deadlines with great attention to detail.
- Excellent interpersonal and communication skills; professional, warm, and responsive when working with members, non-members, clergy, and vendors.
- Proven ability to solve problems, adapt under pressure, and handle unexpected challenges with calm and efficiency.
- Budget management experience is necessary, including vendor payments and invoice tracking.
- Proven ability to collaborate with colleagues and work independently.
- Customer service mindset with a welcoming and solutions-oriented approach.
- Familiarity with Conservative Jewish customs, lifecycle events, holidays, and sensitivity to Shabbat and kashrut observance.
- Comfortable with Microsoft Office, shared calendars; experience with CRM software (e.g., Salesforce) is a plus.
- Ability to work on the High Holidays, and flexibility to work evenings, weekends, and other Jewish holidays as needed. Comp time will be available for extra hours worked.



PARK AVENUE SYNAGOGUE

COMPENSATION/BENEFITS:

The salary range for this position is \$85,000 - \$90,000. Salary is commensurate with a number of factors including but not limited to experience, education, knowledge and skills. We offer a comprehensive benefits package including medical, dental and vision insurance, retirement plan, life insurance, and family/medical leave.

Please send your resume and detailed cover letter to jobs@pasyn.org attention to the Director of Human Resources. Application will not be considered if there is no cover letter. While we wish to acknowledge all applicants, only those selected for an interview will be contacted.