The Hindu Temple of Greater Springfield (HTGS)

Street Address: 1001 West Walnut Street, Chatham, IL 62628
Phone number: (217)697-8174    Fax number: (217)697-81748
Email Address: manager@springfieldtemple.org
How should students contact you?  Email
How do you want students to submit cover letters and resumes?  Email attachments

Internship or Job Description:
Office Manager-
HTGS is looking for a part-time Office Help. The duties include general clerical duties such as filing, data entry, scheduling services, scheduling volunteers, answering phone calls, accepting donations, writing receipts and miscellaneous help in the day to day needs in the temple. Some supervisory duties overseeing Priest, signing off timesheets for Priest, etc.,

The candidate should be able to communicate well in English; Hindi or other Indian languages are preferred; honest and sincere; have pleasant nature and be able to answer diverse questions from the entire Hindu community. Experience in a Hindu temple environment is preferred but not required. Experience in using word processing, and spreadsheet software is preferred. Candidate doesn't need to be a Hindu however, should be willing to respect Hindu traditions and culture.

The job has a requirement of work on flexible hours between 7:30 AM and 9:00 PM and will include weekends and holidays. It is an unpaid position. However, as a token of appreciation, employer may pay the volunteers some compensation. This is an opportunity to gain practical knowledge in a not-for-profit organization. Prior to hiring, will have a personal interview and tour of the facility. Employer is willing to negotiate the working hours.

General description of this agency or business:
This is a Not-for-profit organization; 501c(3) certified Hindu Religious organization.
Contact Phone (217) 5537772

Basic student learning anticipated:
Student will enhance Office clerical duties, communication skills, management skills, organizational skills, and will understand different culture and traditions and its values.

Hours per week: 10 to 30

Number of weeks: Other Continuous (year long); May eventually hire at some point if mutually agreeable

Position Available: Spring, Summer, Fall

Possible Small Stipend