



Shiva-Vishnu Temple
Om Namah Shivaya Om Namo Narayanaya

Hindu Community and Cultural Center
1232 Arrowhead Ave, Livermore, CA 94551

A Non-Profit Organization since 1977
Tax ID# 94-2427126; Inc# D0821589
Tel: 925-449-6255; Fax: 925-455-0404
Web: <http://www.livermoretemple.org>

**Open Position: Temple Manager – Hindu Community & Cultural Center
(Shiva-Vishnu Temple, Livermore, California, USA)**

The Hindu Community and Cultural Center (HCCC), Livermore, California, USA is seeking applications from qualified candidates for a full-time Temple Manager position. The Manager shall provide on-the-ground leadership, manage staff, and oversee day-to-day Temple operations. The Manager shall work closely with all HCCC constituents – devotees, priests, staff, volunteers, neighbors, and management; and ensure smooth functioning of religious, human services, cultural, youth & education, and other Temple events. Candidates with strong managerial experience, courteous people skills, excellent customer service record, and a passion to work in a Temple environment are encouraged to apply.

Major Responsibilities/Accountabilities:

- Manage front-desk administrative staff and maintenance personnel and their assigned duties; including the oversight of time and attendance; monitor performance and report to management on disciplinary needs and actions.
- Manage front desk and souvenir center operations and all related fulfillment needs.
- Coordinate and manage devotee services – religious/pooja bookings, events and facility bookings (weddings, functions, etc.), mahaprasadam bookings, etc.
- Schedule Priest duties (in and outside Temple) and ensure timely and satisfactory performance of pujas, rituals, and other devotee services; monitor performance and report to management on disciplinary needs and actions.
- Implement strong cost controls on temple general and religious inventory and procurement of supplies (food, religious items, maintenance, others, etc.).
- Monitor and maintain clean HCCC premises, including the Temple hall, event halls, administrative buildings, parking lots, and landscaping; maintain state of good repair of all HCCC facilities and equipment.
- Work and coordinate with management and relevant parties to provide a safe and secure temple environment for HCCC constituents.
- Ensure compliance with Temple operating conditions, including the City's conditional use permit (CUP) on operational timings, neighborly relations and communications, and event permitting/traffic/security management requirements.
- Organize, maintain and keep track of Temple's official records, papers and transactions – by creating and maintaining an orderly file/document management system.
- Assist with employee time collection, approval and reporting for payroll operations.
- Manage vendor invoices, voucher creation and coordinate with Accounting personnel for proper financial accounting of revenues and expenses.

- Attract and assist in creating and growing a sustainable base of temple volunteers; by identifying several volunteering opportunities and mentoring the volunteers on their assignments.
- Function as the customer service representative to devotees, volunteers, and neighbors; facilitate channels for feedback, constituent complaints and resolutions.
- Collaborate with Temple Executive Committee Chairpersons; and facilitate support to the Chairpersons on their duties and assignments.
- Work closely with the Temple Management, including the Chairman, President, Corporate Secretary and Treasurer to facilitate orderly functioning of Temple operations.
- Recommend, facilitate and implement process improvements to gain operational efficiencies.

Required Qualifications & Skills:

- An undergraduate degree in any field of education.
- 15+ years of professional experience in similar and/or near-similar operating environments that have HCCC like needs.
- Good people skills and customer service facing experience.
- Sound communication abilities.
- Team player and balanced attitude.
- Staff management experience – with strong leadership and facilitator experience.
- Cost/Expenses management experience, including procurement and basic accounting.
- Revenue generation experience.
- Good knowledge and understanding of Hindu Religion, Tradition and Rituals.
- Required to speak English; and preferably two or more Indian languages.
- Proficient with Windows/Mac desktop/laptop environments, Microsoft Office Suite (Excel, Word, and PowerPoint), and email programs (Outlook, Yahoo, Gmail, etc.).

Application Submission:

Interested candidates are strongly encouraged to apply by sending an email with the necessary application materials. Candidates must send the documents in PDF file format to HCCC_ManagerPosition@LivermoreTemple.org. Please submit the following details:

1. Cover Letter addressed to “Manager Recruitment Committee” – the letter should summarize the applicant’s experience, skills and an interest statement on why the candidate is qualified for the HCCC Temple Manager position.
2. Resume and/or Curriculum Vitae that details in chronological order (from the most recent experience) the candidate’s professional/work history. For each position held, describe the role, responsibilities, time-period, and accomplishments.
3. Three references from past employers – provide reference contact name, current employer, email and phone contacts.
4. Current residence location, immigration status and/or needs; contact details – phone and email.
5. If possible, provide a passport size picture.