

UNITED CEMETERY ASSOCIATION

7855 Canton Avenue • St. Louis, MO 63130 • (314) 427-5900

PART-TIME CEMETERY MANAGER

The United Cemetery Association (UCA), established in 1998, stewards two historic Jewish cemeteries situated within one mile of each other along North and South Road in University City: B'nai Amoona (Conservative) and United Hebrew Cemetery (Reform). Both cemeteries serve the broader St. Louis Jewish community and honor the full range of Jewish burial traditions. Each cemetery upholds its own ritual requirements with respect to traditional Jewish burial, conversion, interfaith families, and the interment of cremated remains.

We are seeking a mission-driven leader to serve as our Part-Time Cemetery Director—someone who brings both operational excellence and genuine compassion to this work. The Director serves as the primary steward of the UCA's day-to-day operations and the principal point of care for families navigating one of life's most profound transitions. This role demands both strong administrative judgment and a deep capacity for human connection.

KEY RESPONSIBILITIES

Family Services & Burial Coordination

- Oversee the sale of individual gravesites and family plots on both a pre-need and immediate-need basis, ensuring families receive attentive, dignified guidance throughout the process
- Serve as the primary point of contact for families—responding with care, clarity, and cultural sensitivity to questions about grave selection, burial arrangements, and site care
- Coordinate burial services, unveilings, and monument installations in close collaboration with the groundskeeping supervisor, clergy, funeral homes, and monument companies

Organizational Leadership & Administration

- Direct and manage the administrative operations of both cemetery locations, maintaining systems that are accurate, responsive, and mission-aligned
- Oversee payroll entry (26 cycles annually), basic financial tracking, and vendor relationship management
- Report regularly to the UCA President and Board of Directors, providing operational updates and recommending improvements to policies and procedures as needed
- Maintain and improve recordkeeping practices, ensuring the accuracy and accessibility of burial records, plot inventories, and correspondence; in accordance with each cemetery's processes and in regular communication with synagogue staff

SCHEDULE & WORK ENVIRONMENT

This is a part-time, hourly, non-exempt position, generally 20–25 hours per week, Monday through Friday, with occasional Sunday responsibilities. Cemetery work is inherently responsive. Burial services occur Sunday through Friday and are frequently arranged on short notice. While 20 regular office hours will be established, the Director must be prepared to exercise judgment and flexibility beyond those hours—coordinating arrangements and supporting families when it matters most.

The position is primarily on-site, based at United Hebrew Cemetery, 7855 Canton Avenue, with regular travel between both cemetery locations.

QUALIFICATIONS & SKILLS

- 3+ years of relevant administrative, operational, or leadership experience; prior experience in a cemetery, funeral home, religious institution, or similarly mission-sensitive environment is a strong plus
- Demonstrated ability to work independently, manage competing priorities, and respond with calm professionalism to urgent and emotionally sensitive situations
- Exceptional organizational and communication skills, with close attention to detail and follow-through
- Comfort with basic financial processes; familiarity with bookkeeping, billing, or accounting software preferred
- Proficiency in Microsoft Word and Excel (or equivalent programs)
- Valid driver's license and reliable transportation; ability to travel regularly between cemetery sites
- Knowledge of Jewish traditions, lifecycle practices, and familiarity with the St. Louis Jewish community are highly valued

COMPENSATION & BENEFITS

- \$30 per hour
- Monthly gasoline expense stipend for travel between cemetery locations
- Paid personal time (PTO), federal and Jewish holidays
- Unpaid additional personal, parental, family, and medical leave in accordance with applicable law

HOW TO APPLY

To apply, please submit a cover letter and resume to Cori Neidenberg at cneidenberg@unitedhebrew.org.

We welcome candidates who approach this work with both professional rigor and a heartfelt commitment to serving families with dignity, care, and respect.

The United Cemetery Association is an equal opportunity employer. We value a diverse workforce and an inclusive culture and encourage applications from all qualified individuals without regard to race, color, religion, gender, gender identity or expression, sexual orientation, age, national origin, marital status, citizenship, physical ability, or veteran status.