

Member Engagement Coordinator

Position Overview

In keeping with our **Matter, Grow, Belong** motto, Kehillah Synagogue is seeking a collaborative, energetic, organized, and personable individual to work as a part-time Member Engagement Coordinator. The Coordinator will use discretion and sensitivity to boundaries with confidential information. The Coordinator will play a critical role as a bridge builder, helping new and under-engaged Kehillah members explore and embrace additional opportunities to build friendships with other members and feel a greater sense of belonging.

The Coordinator will report to the CEO and provide support as needed to the CEO regarding membership and member engagement.

The Coordinator will prioritize supporting four primary demographics: current and potential Chavurah participants, new and prospective members, older teens, and families with young children.

The Coordinator will assist with social media, developing print and electronic promotional materials, assisting with newsletter articles, and member recognition.

This position includes monthly attendance at a Shabbat morning and a Friday night service, and other major Jewish holidays as needed.

Our Community

Kehillah is experiencing a period of growth following the Covid 19 shutdown. We welcome individuals whose backgrounds and observances span a wide and diverse range of beliefs and practices. We embrace people of all ages and races, interfaith and blended families, LGBTQ individuals/families, and anyone desiring a spiritual home that welcomes, values and nurtures all members, while respecting diverse social and political perspectives, preferences, and personal aspirations and abilities.

We offer a wide diversity of programs and initiatives for youth of all ages, including our B'Yachad program for 3 and 4 year olds, Kehillah Jewish Preschool, Kehillah Religious School (K-7), Adult Education programs, vibrantly active committees, and chavurot.

RESPONSIBILITIES

Chavurah Initiative

The Coordinator will launch a Havurah initiative that aims to provide a platform for people to fill in gaps they experience in current Jewish programming and community through peer-led, micro-communities. We currently support three established havurot and one new havurot is in the development process. The Coordinator will serve as the lead administrator charged with supporting this Initiative. Primary responsibilities for the Chavurah initiative include:

- Working with and through Kehillah members and staff leadership, identify opportunities and ideas for new havurot.
- Design and implement a written action and continuity plan for each havurot, including but not limited to what, when, where, how, budget, communication protocols, sustainability, promotions, etc.
- Consistently communicate with havurah leaders (“connectors”). Recruitment of new havurot connectors and provide support for establishment of new havurot.

New and Prospective Members

The Engagement Coordinator will serve as the lead staff person charged with supporting strong engagement with new and prospective community members. Primary responsibilities include:

- Direct outreach and engagement
- Conduct tours of Kehillah campus for prospective members
- Consistent reporting of engagement work through our ShulCloud database, formal recordkeeping, e.g. Trello, Punchbowl, Constant Contact, weekly announcements, staff meetings, and intra organization communications.
- Welcoming new members with new member gift bag, and assisting with connecting new and existing members as part of their overall welcome and onboarding in membership.
- Collaborate and coordinate with other staff with engagement efforts including gatherings and events for all members, such as Sukkot potluck, Chanukah party, Purim Celebration and more.

Physical Requirements

- Physically able to move within and throughout multi-level building without elevators. Some tasks require going between buildings multiple times a day
- Will be able to regularly operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer
- Will frequently move equipment/supplies weighing up to 20 pounds throughout facilities for various event needs
- Occasionally works in an outdoor setting
- Proficient at Microsoft Office, Adobe, Google apps, and Zoom

Salary and Benefits: This is currently a part-time position, flexible hours TBD. The position has the potential for becoming full-time in the near future.

The Coordinator shall attend Shabbat Services twice per month. We offer flexible scheduling and paid time off (PTO). Benefits include paid time off or compensatory time off for secular and religious Jewish holidays *if scheduled to work. If the position is changed to full-time, health insurance and retirement benefits are offered.*

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