

## **Engagement Coordinator (part-time or full-time)**

Congregation B'nai Israel and Abundance Farm

Northampton, Massachusetts

### **Position Overview**

Congregation B'nai Israel (CBI) and Abundance Farm, in Northampton, MA, seek a highly skilled relationship builder, exceedingly organized administrator, and personable, team-playing collaborator, to work as a part-time **Engagement Coordinator**. The Engagement Coordinator will play a critical role as a bridge builder, helping new, under-engaged and exploring community members, find meaningful access points and resources..

The Engagement Coordinator will prioritize supporting three primary demographics--**b'nai mitzvah families**, current and potential **Chavurah Initiative participants**, new and **prospective members**.

### **Our Communities**

Jewish life in Northampton is experiencing an unprecedented period of growth. Congregation B'nai Israel welcomes those whose backgrounds and observances span a wide and diverse range of beliefs, perspectives, and practices. We embrace interfaith and blended families, LGBTQIA and BIPOC individuals and families, and proudly provide a spiritual home for those with diverse perspectives, aspirations, and abilities.

We offer a wide diversity of programs and initiatives for youth of all ages, including our Gan Keshet preschool, ALMA Youth and Family Education program for pre K-8th grade, and teen youth groups and internships. In addition to our eclectic 430+ member households, we engage hundreds of additional youth and families in our region each year through our schools, chavurot, Shabbat and holiday programs, and our onsite community farm (Abundance Farm).

### **Responsibilities**

#### **B'nai Mitzvah Families**

The b'nai mitzvah process (the 2 years leading up to a b'nai mitzvah and the event itself) is an important period in the life of most families. The Engagement Coordinator will serve as the lead administrator charged with ensuring that the entire b'nai mitzvah process is positive for families in our community.

Primary responsibilities include:

- Consistent communication with families about timeline, schedule and dates
- Scheduling meetings and programs with individual families and with cohort groups
- Event support

#### **Havurah Initiative**

In 2018, with the support of the Harold Grinspoon Foundation, we launched a Havurah Initiative that aims to provide a platform for people to fill in gaps they experience in current Jewish programming and community through the emergence of peer-led, micro-communities. We currently support six, established havurot and have another few havurot in the development process. The Engagement Coordinator will serve as the lead administrator charged with supporting this Initiative.

Primary responsibilities include:

- Consistent communication with havurah leaders (“connectors”)
- Recruitment of new havurot connectors and support for establishment of new havurot
- Communication with Initiative funders through regular meetings and semi-annual reports
- Budget management
- Strategic promotion of Initiative

## New and Prospective Members

The last eight years has been a period of unprecedented growth in our community. During this time CBI membership has grown by 25% to over 430 member units, representing CBI's highest membership in its 117 year history. At the same time, CBI is now engaging thousands of additional participants each year through Abundance Farm and a variety of other new initiatives and programs. We are also observing an extraordinary surge in the number of young Jewish families who are moving to Northampton, and surrounding towns. 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
- Consistent reporting of engagement work through our CRM database
- Processing new member applications
- Serve as staff liaison to CBI Membership/Welcoming Committee
- Collaboration and coordination with other staff around engagement efforts
- Public ambassadorship of CBI and Abundance Farm
- Event support

Physical Requirements:

- Must be able to remain in a stationary position 50% of the time.
- Needs to occasionally move about inside the office to access file cabinets, office machinery, and other office equipment. 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 50 pounds across campus for various classroom and event needs.
- Often works in an outdoor setting.

**Salary and Benefits:** This is a part-time, 25hr week position. The position pays \$18 hr. We value the time you spend outside the office as much as we value the time you spend with us; our flexible scheduling and vacation policies are designed to encourage a healthy work/life balance. Benefits include: 6.25 days of paid vacation, 8 federal holidays, time off or compensatory time off for religious Jewish holidays if scheduled to work, professional development allowance, 1.25 personal days, 3.75 sick days, health insurance with 65% covered by CBI, synagogue membership, and free religious school tuition. We also offer our staff free fruits, vegetables and flowers from our Farm and challah from our wood-fired oven. This position includes occasional responsibilities on Shabbat mornings, occasional Friday nights, and Jewish holidays.

**\*We are listing this as a part-time position, but there is the possibility of this growing into a full-time position for the right candidate.**

## Application Process

Applications will be reviewed as they are received. To apply please send your resume, a cover letter, and contact information for three professional references to [jobs@cbinorthampton.org](mailto:jobs@cbinorthampton.org).

The position is currently open and the ideal candidate is available to start immediately upon hire.

CBI is an equal opportunity employer and supports workplace diversity. We carefully consider applicants for all positions without regard to race, color, religion, creed, gender identity, sexual orientation, national origin, age, disability, marital or veteran status, or any other legally protected status. Candidates who identify as LGBTQI, BIPOC, Sephardic, and/or Mizrahi are strongly encouraged to apply.

