



Community Engagement Coordinator

At Temple Beth Am we deepen relationships to Judaism and our community by engaging the soul, heart, and mind. Temple Beth Am's *Beit Am* (House of the People), is made of three rooms: the Beit Tefillah (Worship), the Beit Kehillah (Community), and the Beit Midrash (Study). All professionals at Temple Beth Am are collaborative, relational, and work to support all three rooms of our Beit Am.

Temple Beth Am's Community Engagement Coordinator will advance the mission by ensuring congregants are at the center of all that we do. The Community Engagement Coordinator is responsible for supporting the community and congregant needs over the phone and in person, providing support for events, educational programs, and committees/volunteers at Temple Beth Am. This position reports to and will be supported by the Executive Director and will work closely in partnership with the entire Temple Beth Am professional/clergy team.

Primary Job Functions

Help identify congregant leaders and support connecting them with meaningful opportunities to lead and show their support of Temple Beth Am through Community service and engagement.

Congregant Support

- Implement and oversee mission aligned volunteer opportunities
- Connect new members with engagement opportunities at Beth Am
- Support community committees, and social/small groups
- Utilizing the time and talents of our congregants to increase community engagement

Events Support:

- Providing operational support for volunteer committee and social group events at Beth Am
- Support Temple Beth Am events

Administrative:

- Coordinate with communications to keep congregants engaged
- Other administrative duties as needed

Core Competencies

Temple Beth Am is in the people business! Having the opportunity to build relationships and deepen connections to Judaism is both exciting and meaningful. Our community values, inclusion, inspiration, purpose, engagement, curiosity and responsibility.

Our professionals possess the following qualities:

- Relational - Temple Beth Am Congregants consider our professionals to be part of their sacred community. You will need to be comfortable and confident speaking in person and by phone to members of our community.
- Lifelong learners – Interest in both formal and informal learning opportunities to foster the continuous development and improvement of the knowledge and skills needed for both employment and personal fulfillment.
- Technophiles - Being both technology literate and unafraid of the fast-changing technology landscape is essential for us to understand and serve our congregants. You do not have to be an expert, however with professional support you should be enthusiastic about learning new technologies.
- Innovative – You should be interested in the different and more effective ways we can do our mission driven work while be open to and embracing change.
- Self-Motivated - Encouraging yourself to continue making progress toward a goal even when it feels challenging or requires extreme flexibility.
- Highly Organized – Having the routines and discipline necessary to accomplish mission driven tasks on a daily, weekly and monthly basis.
- Confident - Comfortable communicating through verbal, written and non-verbal means.

Qualifications

- 1+ years of volunteer coordinating, community engagement, or relationship building experience
- Exceptional written and verbal communications skills with strong attention to detail
- Experience with databases and software
- Experience with building professional yet personal relationships with constituents
- Experience managing teams and/or volunteers
- Ability to problem solve, take initiative, set priorities, handle multiple projects, and exercise good judgment in a fast-paced, dynamic, deadline-driven environment
- Passion for Jewish community and knowledge of Jewish traditions and rituals
- Excellent customer service skills

Classification Part Time – Hourly – between 18-20 hours a week (this position is not benefits eligible)

FLSA Category Non-Exempt

Hours This is an in person 20-hour a week job, but this is not a 9-5, M-F position. Temple Beth Am's building is closed on Mondays. This position will regularly work 3-4 days a week, with a monthly schedule coordinated in advance. This job may require work on nights and weekends.

Salary Range Hourly: \$28-\$32 hours based on experience

Ideal Starting Date Position Now Open

To apply for this position, please email a cover letter and resume to Davida Sims at davida@templebetham.org.