



TEMPLE SINAI

Community Engagement Coordinator
June 16,2022

Are you a proactive person who takes initiative, loves meeting people, and likes to have fun at work? Are you seeking a career in Jewish Communal Life? Join the Temple Sinai team as the Community Engagement Coordinator.

The Temple Sinai Community Engagement Coordinator plays key roles in enabling our membership to be fully engaged as community members through participation in the culture and life at Temple Sinai and encourages community engagement and participation consistent with Temple Sinai's Shema Statement – *Explore Tradition. Find Purpose. Create Community.*

This is a full time, non-exempt position. Medical benefits, vacation, sick day accrual and paid holidays are included. The hourly rate is \$30 - \$36/hour depending on experience. This position reports to the executive director and works with clergy, senior staff, administrative staff, facilities staff, and volunteers. We are expecting that this position will commence in July 2022.

1. Programming 45%

- Implement a process to measure metrics for all programs: attendance, impact
- Provide ongoing oversight and support for programs (meals and social) including all holiday programming (in coordination with senior staff)
 - High Holy Days: Rosh Hashanah, Yom Kippur, Sukkot, Simchat Torah
 - Hanukkah
 - Tu b'Shevat
 - Purim (carnival or similar program)
 - Passover
 - Shavuot
 - Shabbat programming
 - Coordinate refreshments for Friday night onegs
 - Coordinate congregational Shabbat dinners
- Serve as the staff liaison for community activities which require staff support such as Yom HaShoah (Holocaust Memorial Day) and other programs as assigned

- Lead staff member to manage and liaise for newly formed affinity groups
- Coordinate and promote social groups for parents with young children
- Other programming support as assigned

2. Volunteer Engagement 45%

- Build an infrastructure of volunteer engagement including developing and maintaining appropriate record/retrieval system for needs, interests, and skills of members
- Connect new members with volunteer and social opportunities
- Communicate to the membership the opportunities to contribute and/or be involved
- Develop members' interest in giving their time and talents to the congregation
- Develop a system for on-going communication with volunteers to ensure that their placement meets their expectations and fits the needs the congregation.
- Develop a plan to recognize volunteers sufficiently and appropriately.

3. Other Duties 10%

- Attend weekly administration staff meetings
- Attend 11:00 am calendar meetings (Tuesdays)
- Other duties as assigned

Minimum Qualifications:

- Knowledge of Jewish values and traditions, understanding of Reform Judaism.
Preference for experience working in the Jewish community
- Experience developing and implementing programming for various constituencies
- Ability to set priorities, work independently, follow through on programs, projects, and adapt to changing situations
- A record of success in organizing and motivating others, individually or in groups
- Available for fluctuating hours including evening and weekends
- Knowledge of basic computer applications: Microsoft Word, Excel etc. and familiarity with constituent databases

For consideration, send your cover letter describing your interest in this position and your resume. This position will remain open until the successful candidate is identified.

Please send to:

Terrie Goren, Executive Director

terrie@oaklandsinai.org

No telephone calls, please.