



Membership and Program Coordinator

Job Announcement - Posted April 26, 2023

About Kol Tzedek

Kol Tzedek (KT), a Voice for Justice, is a Reconstructionist synagogue in West Philadelphia. We are a multiracial, intergenerational Jewish community where people are invited to study Torah, ask unanswerable questions, sing on and off key, teach our children, pursue justice, engage actively with our neighborhood, and care for one another.

Together, we are building a spiritually rigorous, joyful refuge deeply grounded in Jewish tradition and practice. We welcome the questioning, the seeking, and the devoted. We dance together in celebration, pray with our whole selves, and support each other in grief. Our spiritual practices nourish and inspire us to make the world more whole.

About you

You love creating opportunities for connection. You're organized: you get joy from planning events, updating spreadsheets and refining systems. You enjoy being the behind-the-scenes expert who makes events and programs run smoothly. You are an authentic community weaver who believes in the capacity of volunteers to take on leadership. You are genuinely curious about other people and ready to celebrate their strengths. You are a clear communicator. You work well in a team and you are accountable to finishing your part of the work on time. You are familiar with the Jewish ritual calendar.

About the role

This role is essential to our core work as a synagogue: gathering together in prayer and celebration and building connections with each other. Its core responsibilities include set-up, breakdown, and event support for our weekly Shabbat services, Torah school, and holiday programs. During the week, the person in this role will help to engage Kol Tzedek members, support connections, and develop authentic relationships. This person will be the welcoming face who helps new members get involved and provides support to havurot (micro-communities) within KT.

Program and Event Support (~50%)

- Supporting clergy and lay leaders with logistics to ensure that KT's ritual programs are nourishing and welcoming.
- Greeting congregants and being available to answer questions and assist with congregant facilities, accessibility, and tech needs.

- Recruiting and managing volunteers to support Shabbat services, onegs (social gatherings), and holiday events.
- Opening and closing the building before and after events.
- Setting up, managing, and troubleshooting audio, video, streaming technology, and lighting issues during services or events.
- Setting up and breaking down the space for services and events, including moving folding tables and chairs, setting up ritual items and food, coordinating with caterers or food deliveries, and cleaning up after events as needed.
- Supporting Torah School set up and clean up and being a welcoming presence during Torah School dropoff and pickup.
- Identifying and handling logistical issues as they arise; improvising in the moment as needed.
- Communicating with the Operations Manager or other KT staff during the week to share any needs that arose during the prior week's events and to plan for upcoming events.
- Other duties as assigned by the Operations Manager or other KT staff leading programs.

Membership Engagement (~50%)

- Building relationships with members and engaging members in volunteer and leadership opportunities.
- Championing a culture of mutual aid and building capacity for hesed/caring between members.
- Coordinating program calendars and leadership for all havurot (micro-communities).
- With support from clergy and KT operations staff, supporting the Membership Committee & havurot with programming and helping to make their work more sustainable.
- With support from KT operations staff, managing and executing the membership renewal process.
- Using KT's membership database to create registration forms, support volunteers, and make updates to member information.
- Coordinating communication with KT's membership, including the weekly newsletter, KT's member listserve, and social media.
- Receiving and responding to info@kol-tzedek.org and general inquiries.
- Working with the Operations Manager to identify improvements to KT's systems as they relate to members and volunteers.
- Other duties as assigned.

Requirements:

- Work or volunteer experience in 2 or more of the following:
 - Volunteer management
 - Event planning
 - Project management
 - Social justice organizing
 - Communications

- Demonstrated experience with membership or community engagement.
- Excitement and skill for building authentic relationships with members and volunteers.
- Ability to work independently and be proactive with moderate supervision.
- Strong verbal and written communication skills.
- Ability to problem-solve in the moment, effectively manage competing priorities, and improvise when necessary.
- Strong interpersonal skills and ability to work in a team environment.
- Comfortable receiving and responding to feedback and taking direction.
- Alignment with values of feminism, antiracism, queer and trans liberation.
- Ability to be friendly and welcoming to congregation members regardless of that congregant's religion, race, class, age, physical or mental abilities, sexual orientation, gender identity, etc.
- Comfortable with A/V, computer, and streaming technology, including Google Suite (Google Calendar, Google Docs, Google Sheets), Zoom, microphones, and a simple mixing console. Some training will be provided.
 - Comfort with Slack, Canva, or CRM databases is a plus.
- Accountability and timeliness to deadlines.
- A current driver's license and access to a vehicle would be a plus, but is not necessary.
- KT is a diverse, multiracial community. Applicants from backgrounds that have historically been underrepresented in American Jewish organizations are encouraged to apply.

Physical Requirements:

- Able to lift and carry items up to 50 lbs and do physical work for several hours, kneel, squat, and stand to perform duties, and ascend/descend stairs.
- Able to remain stationary at the soundboard for short periods of sustained attention and receive and act on nonverbal cues from the clergy regarding A/V adjustments.

Hours, Salary, and Benefits

- This is a full time position with benefits. Expected salary range is \$40,000-50,000 per year.
 - KT would consider a 30-hour/week arrangement with pro-rated salary and responsibilities.
- The Program Coordinator should expect to work in-person during KT Shabbat and holiday events and Torah School, including most Friday nights from 5-9pm, Saturday mornings from 8am-2pm, and Sunday afternoons from 2-7pm, with some additional evening and weekend hours at special events.
- There is typically one additional event each month for which the timing varies. During the High Holidays in the fall, we expect this position to work up to five full days on and around Rosh Hashanah and Yom Kippur, based on availability. A confirmed schedule of events for the entire year is available upon hire.

- We expect that this position will work an additional 15-20 hours during the week. The timing of these hours is flexible and can be arranged with your supervisor. Some weekday daytime hours are required to allow for collaboration with other KT staff (e.g. attending a weekly staff meeting). KT staff can work remotely or from our office, which is currently located at 707 S. 50th St.
- Benefits include health insurance, dental insurance, worker's compensation insurance, 4 weeks paid time off per year, sick time, and medical/parental leave.
- Current Kol Tzedek members are not eligible to apply.

To Apply

Please send materials to admin@kol-tzedek.org. **Please include:**

- Resume
- Cover letter OR cover email describing your background and interest in the position