

## **Children and Families Coordinator**

Under the supervision of the Rabbi, Temple Bnai Israel Board, and the committee on children and families, the Children and Families Coordinator will serve as an ambassador to children, teens and families in the Windham & Mansfield area, as part of an engagement initiative to increase family involvement in the Jewish community. This is a new position that expands upon a standing project called “J Kids,” a program with a strong track record of involving families from outside Temple membership. The coordinator will be responsible for creating and implementing strategies to involve young families in a vibrant landscape of programs and learning opportunities. This person will help area Jewish families come together for fun, social, and religious connection. The program must be sensitive to the wide diversity of often multi-faith, multi-ethnic, modern Jewish families. This position will be highly entrepreneurial and the Temple may adjust this job description in accordance with the specific skills of an excellent applicant. The position is for August 2018 through June 2019. Although it is funded with a one-year grant, we expect the funding to continue.

### **RESPONSIBILITIES:**

- Help develop campaigns to promote awareness and participation of young Jewish families in available programs.
- Represent and promote the project by developing working relationships with colleagues in Jewish education and youth programs, as well as congregational and organizational leadership, in and around our area.
- Increase involvement of member and non-member families by creating a calendar of family events, some of which might overlap the adult event calendar. Sample specific family involvement activity goals include:
  - Two Shabbat events per month, some at the Temple Bnai Israel, and some at family homes.
  - 6-12 non-Shabbat activities per year. Examples include holiday events, such as a kids’ Seder or Hanukkah parties as well as the sorts of activities we have done with J-Kids: Holiday-themed outings to local attractions such as the Ballard Puppet Museum (Purim), PJ Library pajama party, etc.
  - An expanded program of child activities for the High Holidays to make sure there are interesting, age-appropriate activities for the duration of our services.
  - Organize a major annual family involvement activity, such as a children’s play or a community fund raiser.
- Facilitate parent involvement, sharing activity leadership with parents as possible and appropriate.
- Assist in building the comprehensive database of Jewish families in the Temple Bnai Israel area, and in maintaining the database for communications and tracking over time.
- Serve as liaison to our Rabbi and Jewish educators, supporting their involvement in programs and encouraging their participation.
- Assist in the execution of the long-term evaluation of the impact of this program.
- Provide biannual report to the temple board and appear and report to the Temple annual meeting (June) about successes and plans to the future.

### **DESIRED QUALIFICATIONS**

- Minimum of an Associate’s degree from an accredited institution or 2+ years of experience working in a Jewish learning environment.
- Experience with Jewish youth program development, summer camp, or Jewish education.
- Knowledge of, passion for, and an authentic personal connection to Jewish communal life and familiarity with Jewish practice and Jewish diversity of practice.
- Knowledge of, or enthusiasm to learn about, the particular character of the Jewish and general community in our local area.

- Marketing proficiency, affinity for social media platforms, and the ability to use social media to promote programs.
- Experience with Microsoft Office, or comparable programs.
- Excellent interpersonal, organizational, written, and oral communication skills.
- A dynamic and outgoing personality with the ability to build relationships with a variety of different audiences and ages.
- Self-motivated with a willingness to take initiative.
- Demonstrated ability to fill and manage a complex schedule requiring extensive local travel. Driver's license and access to reliable transportation required.
- The candidate will be required to pass a background check.