



## EDUCATION: Community Manager

**Job Title:** Community Manager

**Department:** Education

**Reports to:** Director of Education

**Effective Date:** Immediate Opening

**If you're an experienced educator who enjoys fostering meaningful relationships, working on a collaborative team, and thinking outside the box, this is the job for you.**

The Goldring/Woldenberg Institute of Southern Jewish Life (ISJL) is a regional nonprofit with a mission to support, connect, and celebrate Jewish life in the South. Our Education program serves approximately 70 religious schools annually, across a range of denominations and affiliations, throughout our 13-state region. After two decades of service, we're evolving our program to meet the needs of our communities, who want more contact with Master's-level Jewish Educators.

**That's why we're seeking a creative, dynamic, passionate Community Manager to join our Education team.** This is a new role, and you will have the opportunity to shape its development. But right from the get-go, **you'll be helping 3,000 Jewish students** have access to an excellent Jewish Education. **As someone who understands the critical importance of relationships in building thriving Jewish communities and delivering excellent Jewish Education,** the Community Manager will play a critical role at the ISJL, ensuring that even the smallest of southern Jewish communities the ISJL serves are deeply connected to one another, to the organization and its mission, and to the broader Jewish world. The Community Manager will be the primary point of contact for the ISJL's communities across the South. They will also will work closely with the Director of Education and the rest of the ISJL team to design and deliver the ISJL's annual region-wide "Southern & Jewish" conference.

### **Duties/Responsibilities:**

- Cultivate relationships with community leaders, maintaining a regional roster of contacts
- Organize a calendar to ensure ongoing communication with ISJL communities
- Work with the rest of the Education Department and the wider ISJL team to plan and implement ISJL's flagship annual conference
- Create networks among communities by connecting them to each other; support the regional coordinators as they also strengthen regional ties; observe overlap in needs between communities and utilize that to improve department-wide services

### **Required Skills/Abilities:**

- Inspired by the ISJL's mission to connect, support, and celebrate Jewish life in the South
- Demonstrated success in developing and delivering meaningful professional development related to Jewish education and/or best classroom practices

- Ability to create a sense of cohesion amongst a cohort of varied individuals
- Strong inter-communal networking capabilities
- Outstanding written and verbal communication skills
- Demonstrated facilitation skills, both online and in person
- Collaborative spirit and work well with other people
- Self-motivated, particularly in remote working environments

**Education and Experience:**

- Professional experience in communications and applied understanding of the principles of relationship- and network-building
- Experience in supervision and/or coaching and mentorship
- Knowledge of Judaism and a passion for Jewish values and culture
- 3+ years experience working in the Jewish nonprofit and/or education space
- Comfortable working with smaller Jewish communities
- Comfort with technologies such as Google Suite, Canva, Zoom, etc.
- This is a remote position, with some regional travel required and lots of relationship-building; preference will be given to candidates in our 13-state region

**Pay and Benefits:**

- Salary: Range is \$65,000 - \$75,000, commensurate with experience
- Benefits include medical and dental insurance coverage
- Participation in Simple IRA plan

**Equal Opportunity:** It is the policy of the ISJL to provide equal opportunity in employment to all employees and applicants for employment. We will not discriminate against any employee because of race, color, religion, national origin, sex, gender identity, age, veteran status, or disability.

**Safety, Respect, and Equity:** The ISJL is an equal opportunity employer. In addition to the non-discrimination statement above, we are also committed to fostering a safe, respectful and equitable environment for employees and community partners.

**To apply, please email your resume, cover letter, and contact information for three references to Molly Levy, Director of Education, at [mlevy@isjl.org](mailto:mlevy@isjl.org)**