

**Job Announcement: (Part Time)
Chai Mitzvah Community Coordinator –
Jewish Life & Learning Department**



January 2018

The Jewish Life and Learning Department of the Jewish Federation of Greater Pittsburgh seeks a part-time coordinator for the Chai Mitzvah community program. Chai Mitzvah is a Jewish engagement program for adults, using small learning groups in a variety of settings. Under the supervision of the Director of Jewish Life and Learning, the Chai Mitzvah Community Coordinator is responsible for recruiting study groups throughout the community, using the Chai Mitzvah curriculum.

Primary Duties and Responsibilities:

The Coordinator will:

- Recruit or identify 3-5 groups in the community who will become Chai Mitzvah ambassadors to begin the program.
- Meet with community leaders, both lay and professional, to promote the formation of groups. Create monthly community meet ups. Visit each group during the program year.
- Work with Federation marketing department to promote and publicize Chai Mitzvah program and events.
- Set goals and metrics for success and track data for measurements.
- Oversee registration of facilitators and groups and ordering of materials.
- Participate in webinars with other community coordinators.
- Research local opportunities for participants to take part in additional social action, learning and ritual.
- Obtain "perks" from local vendors for discounts at grocery, Judaica, or catering
- Plan year end celebration for all participants

Skills and Attributes:

- comfortable speaking to professionals and leaders across the spectrum of the Jewish community
- passion for Jewish engagement work and personal interest in lifelong Jewish learning
- Demonstrated written and oral communication skills
- Good time management skills
- Availability for some evening and weekend hours

Education/Experience: Minimum of a Bachelor's Degree and at least two years' experience working with the Jewish community.

Compensation: Commensurate with experience, education and previous related achievements. The position is part-time (10-15 hours/week), hourly, and does not offer benefits.

To Apply: Qualified individuals may apply by sending cover letter and resume to the attention of Deborah McGuire at dmcguire@jfedpg.org or mail to Jewish Federation of Greater Pittsburgh, 234 McKee Place, Pittsburgh, PA 15213.