

Temple Beth Am
5950 N. Kendall Drive, Pinecrest, FL 33156
www.tbam.org

Engagement Fellow and Program Associate Job Description

Temple Beth Am, a vibrant 1500 family congregation in Miami, FL is seeking a dynamic, energetic candidate for the position of Engagement Fellow for the upcoming year. Potential candidates should be college graduates, graduate students and/or completed graduate school.

We are seeking a candidate who will work in two main capacities: 30 hrs, a week as the engagement fellow for Miami Jews and 10 hrs. a week as a program associate for our congregation's Programming Department. In both capacities, we are looking for a candidate who is creative, enthusiastic, organized and collaborative. We love our work and are excited to expand our efforts!

The Engagement Fellow will play a key role in the growth and development of **Miami Jews**, TBA's outreach programming for 20 and 30's on Brickell and downtown Miami. He/she will not only manage the day-to-day operations of the MJ's programming, but will work with TBA clergy (Rabbi Kempler primarily) to provide vision and leadership to ensure our success and continued growth. Ideal candidates are passionate about the future of Judaism and energized by the possibility of creating a self-sustaining young Jewish community in Miami, supported by the Temple Beth Am community.

This position is full-time (40 hr. per week). The salary is \$45,000.
The candidate will be supervised by Rabbi Judith Kempler and Andrea LeVine, Temple Beth Am's Program Director .

Primary duties of the Engagement Fellowship will include:

- Vision
 - The mission of Miami Jews (MJ) is to engage young Jews in accessible social, cultural and spiritual programming held in local spaces. MJ seeks to bring like-minded individuals together for new experiences and to meet new people.
 - Create and implement programs for 2018-2019 year within the vision created by Rabbi Kempler and Temple Beth Am leadership.
- Identification of Young Jews in Miami
 - Update our database of young adult Jews (post-college aged through 39) living primarily in Miami-Dade County, who have family ties to Temple Beth Am, or have interest in making connections to other young Jews living in Miami.
 - Connect with young Jews listed in the database (through coffee dates and "one-on-ones") to hear each individual's Jewish story and introduce the work and programs of MJ.
 - Seek out and welcome young Jewish "connectors" in the community (i.e.: individuals with large social networks; creative, interesting individuals with heightened Jewish sensibilities).

- Attend Jewish communal social events as representative of MJ's.
- Engagement of Young Jews in Miami
 - Coordinate *Pop-Up Shabbat*, MJ's successful monthly Friday night Brickell gathering as well as Shabbat Supper Clubs, Happy Hours and other programming.
 - Coordinate MJ's annual Erev Rosh HaShanah, Erev Yom Kippur services and Passover Seder at Wynwood Yard.
 - Develop creative venues and formats to welcome and make meaningful connections to young adult Jews in Miami.
 - Update and expand the Facebook and Instagram profiles for Miami Jews.
 - Maintain the Miami Jews website.
 - Develop an expanded menu of social, religious and/or educational activities to meet needs of participants.
 - Work with Rabbi Kempler to identify potential leaders who can serve as part of Miami Jews planning team.
 - Create vision for planning team structure and responsibilities.
- Documentation
 - Develop and implement metrics to evaluate the success of the MJ's efforts per its stated mission.

Primary duties for the Program Associate role will include:

- Assist Program Director with creation, logistical planning and execution of major congregational programs including our Glow Stick Shabbat Chanukah celebration, Purim carnival and Second Night Seder.
- Collaborate with Program Director and Program Assistant, Janice Baisman for execution of auxiliary programs related to Sisterhood, Brotherhood, major speaker events and Shabbat programming.
- Assist with décor, materials and food set-up for relevant programs.
- Maintain database of RSVPs and other relevant information for follow-up.
- Organize and maintain current list of inventory for programming materials and supplies.

The ideal candidate has the following skills:

- Strong communication skills, esp. in writing
- Strong organizational skills
- Sense of humor!
- Good command of Microsoft Office-esp. Word, Publisher, and Excel.
- Fluency in Facebook, Instagram and other relevant social media platforms.
- Ability to work independently as well as in team-oriented, collaborative environment.
- Comfort and skill approaching people
- Comfort and skill working with a variety of denominational backgrounds and cultures

Please send a cover letter and resume to Rabbi Judith Kempler at jkempler@tbam.org. Feel free to email with questions or clarifications.