

# Member Engagement and Program Coordinator

## Kehilla Community Synagogue

### Summary

Kehilla Community Synagogue seeks a joyful, passionate, motivated individual with superb communications and administrative experience to join our collaborative staff and engaged congregation. Position is open immediately.

### Who We Are

Kehilla Synagogue is a dynamic Jewish Renewal congregation rooted in deep Jewish spirituality and audacious social justice organizing. Founded 35 years ago by progressive Jews seeking a Jewish spiritual home, Kehilla has blossomed into a 500 household congregation that is a leading progressive voice in the Jewish community and a passionate Jewish voice in the progression world. We are a participatory, musical, celebratory and democratic congregation of all ages, identities and family constellations that organizes for peace and racial, economic and environmental justice.

### Position Description

This is a full time position. The Member Engagement and Program Coordinator is a trusted partner who is integral to the successful operation of our synagogue. You will work with our congregants to implement our impressive diversity of programs, classes and services and will be the key to effectively engaging and communicating with our members and potential members. You will do important work and we expect you will never be bored.

### Core Responsibilities

- Program and Event Coordination - spearhead logistical coordination of High Holidays and other holiday events, special events, synagogue programs and services.
- Membership Engagement - support greater member involvement, coordinate membership renewal, manage member database, and engage prospective and new members.
- Volunteer Coordination – recruit and manage synagogue volunteers for office and building projects and for synagogue events.
- Communications - work with other staff to manage congregant communications, including our website and social media.

### You are perfect for this position if

- You love making systems work
- You are tech savvy
- You have good people skills
- You have top-notch time management and project management skills
- You can laugh when things get stressful
- You get something done if it's yours to do, and get it done on time
- You are seriously well organized
- You are flexible and can also keep a lot of plates in the air at once
- You like to work independently and as part of a collaborative team
- You are a good listener and like communicating with lots of kinds of people
- You like working hard and want to have a good time while you are doing it
- You want to work for an organization that cares about treating people well and affecting the world for the better

### Experience and Qualifications Needed

- Extensive administrative experience; detail-oriented with good organizational skills
- Experience in project and event organizing

- Strong ability to learn and use a Salesforce database; proficiency in Word, Excel, Google Suite, Constant Contact, and WordPress
- Strong problem solving instincts
- Excellent verbal, written and telephone communication skills
- Experience with communications and program marketing
- Ability to take initiative but also to accept direction and seek guidance appropriately
- A Bachelor of Arts or comparable college degree
- Experience in the non-profit sector
- Knowledge and understanding of Judaism and Jewish communal life strongly preferred

**Physical Requirements**

This position requires that one have the ability to comfortably use a keyboard and mouse. Must be able to sit in a room with compact fluorescent or LED lighting.

**Compensation**

Salary range is \$46,000-\$52,000 per year depending on experience. Benefits include health and dental insurance, vacation, holidays and retirement/403(b).

**To Apply**

Please send detailed cover letter stating why you are the best candidate for this position and your resume to Executive Director Michael Saxe-Taller at [employment@kehillasynagogue.org](mailto:employment@kehillasynagogue.org). Interviews will commence immediately.