

Part Time Southern Maine Hillel Director Job Description

Objective: The Southern Maine Hillel (SMH), a program of the Jewish Community Alliance of Southern Maine (JCA), seeks an energetic, outgoing and engaging Director to be a Jewish presence at the University of Southern Maine, University of New England, Maine College of Art and Southern Maine Community College - to reach out to students and connect them in meaningful ways to Jewish life and to participate in campus life as a Jewish voice. The SMH is affiliated with Hillel International, whose mission is to enrich the lives of Jewish students so that they may enrich the Jewish people and the world.

1. Outreach and engagement

- a. Develop one-on-one relationships with Jewish students by meeting them where they are – in person, over coffee dates, via email and social media. Prepare and disseminate materials publicizing events and recruit student participation (e.g. fliers, brochure and other outreach).
- b. Develop key relationships with professionals from our affiliate university and college student life programs, helping to ensure a positive position of the Hillel in the institutional landscape as well as facilitating partnerships in the planning and actualization of programs and activities.
- c. Host a presence or table at welcome fairs on each campus and admitted student events.
- d. Encourage Jewish and curious non-Jewish students, faculty and staff to participate in meaningful Jewish experiences.
- e. Coordinate a fall Sukkah event, Passover seder, and at least 4 additional events (such as Avi Shabbat, Shabbat dinner, Hanukkah Party, etc)
- f. Recruit for and potentially staff immersion experiences, such as Taglit-Birthright Israel and/or Alternative Breaks.
- g. Increase the Advisory Committee by at least one student/faculty/staff/community member.
(A student member would not be involved in matters relating to personnel or have a vote in them.)
- h. Address anti-Semitism and anti-Israel related events on campus in an official capacity as a liaison to campus administrators. Report any incidents to the Advisory Committee and supervisor.

2. Planning and Initiative Implementation

- a. Work cooperatively and collaboratively with the Hillel Advisory Committee, student leaders, and campus organizations.
- b. Maintain records of activity records, attendance, program evaluations and finances.

3. Fundraising

- a. Write solicitation letters, semester reports, holiday greetings and thank you notes to donors.
- b. Research, write and report on grants approved by the Advisory Committee.

4. Supervision and Professional Growth

- a. Liaise with the JCA Executive Director or Program Department staff as needed
- b. Participate in regular supervision with the Hillel Advisory Committee Chairperson or her designee
- c. Utilize the experience and guidance of the Hillel Advisory Committee
- d. Participate in the Hillel New Directors Institute (Details will be forthcoming for qualified applicants. The institute will take place in Orlando, FL the week of July 16th)

We expect a local, well-organized and motivated Director who can perform the tasks required. The outgoing director will be available to train the incoming director in June and July who will then begin work with the Universities and Colleges from August – May at approximately 5 hours per week. The **stipend** is \$3,750 from August 2018 through May 2019, paid in bi-monthly installments. Compensation may increase based on performance and annual fundraising success. All approved out of pocket and travel expenses will be reimbursed. Additional benefit: JCA sponsored Jewish adult learning opportunities are available at no cost to the director.

The JCA does not discriminate on the basis of race, color, religion, sex, age, national origin, citizenship, disability, sexual orientation or other protected category. Applications from students are welcome.

For more information or to apply, send a letter of interest, a resume, and contact information from at least one reference of a leader in a Jewish organization and one work reference from a current or former employer to Southern Maine Hillel c/o Charlie Miller at cmiller@bernsteinshur.com (Put Southern Maine Hillel in the subject line). Applications will be accepted on a rolling basis until the position is filled.