OHAVI ZEDEK SYNAGOGUE JOB OPENING

Engagement Coordinator

OZ is looking for a very special person, one who would love to be our full-time Engagement Coordinator, supporting our staff, clergy and lay leadership with overall communications and outreach programming to deepen a welcoming and belonging community.

Specific responsibilities include:

- Communications - managing the website, publishing our weekly emails, managing our social channels and much more
- Membership – welcoming potential new members, supporting our Membership Committee's outreach program and engaging with current members
- Engagement – providing staff, clergy and lay leadership with event and program support

Qualifications and Skills:

- Minimum 2 years' experience in related position.
- Ability to build relationships and work successfully and respectfully with staff, clergy and congregants.
- Strong written, verbal, and computer skills; advanced proficiency with Microsoft Office Suite, Google docs, and social media; ability to learn and use database systems, develop publicity materials
- And most importantly, being able to make people laugh and see the joy in Jewish life.

[Salary range: $36,000 - $40,000]

If you are interested in bringing a joyful spirit to our outreach and communications efforts and being rewarded with an appropriate compensation package that includes salary, health insurance and generous vacation and holiday time off, please send a resume to our president Jeff Potash. - jeffpotash@comcast.com