

New York Community Manager

Mem Global Hub Office: NYC

Who We Are:

Mem Global is where Jewish young adults in their 20s and early 30s come to connect, explore, and create meaningful Jewish experiences with their peers. As the umbrella brand for our global suite of programs, Mem Global supports young adults as they bring Judaism to life through thousands of peer-driven gatherings across 25+ countries each year. We're all about creating spaces where Jewish young adults can lead, embrace, learn, and build the kind of community that will build a strong and vibrant Jewish future for all of us.

Mem Global is searching for a **New York Community Manager** to manage and enable our community builders to be leaders in creating meaningful, welcoming experiences that serve the young adult Jewish community in their city.

The New York Community Manager is a member of the Resident Support team and is responsible for supporting residents in Houses and Pods. This individual works to achieve program goals by recruiting new community builders, tracking KPI metrics for their Moishe Houses and Pods, connecting residents to resources and additional Mem Global opportunities, and developing a strong knowledge base about young adult life in their regional communities. This position reports to the Director, House & Pod Programs, Operations and Strategy.

Who You Are and What You'll Do:

- You **understand and believe in our mission** and bring creativity, innovation, and hard work to our team.
- You have **a passion for community** of any kind, place high value in being part of a strong team, and want to be part of a dynamic, inspirational organization.
- You are **a skilled relationship builder** and conversationalist.
- You are **excited about serving as a mentor** and manager to a diverse pool of House and Pod residents.
- You are **innovative** and have a demonstrated ability to “think out of the box”.
- You are **a creative and efficient problem-solver**.
- **You're a great mentor and facilitator.** You guide Moishe House and Pod residents to create meaningful, programs, strong communities through brainstorming,

training, setting goals, celebrating success, problem-solving, and creating and maintaining meaningful relationships with community members and local partners. (30%)

- **You're a strong networker.** You're the one who strikes up a conversation with anyone. And it's not just small talk; you enjoy learning about people and what motivates them. You'll develop individual relationships with Moishe House and Pod residents through remote interactions, site visits, and facilitating skills development. You'll recruit residents for new and existing Moishe Houses and Pods through your social networks and by building connections in your region. Your written, analytical skills, and organizational skills are just as strong as your verbal ones. (40%)
- **You're organized and a problem solver.** We are a small team with a huge impact. You'll help manage the financial data and administrative tasks that enable dozens of community builders to create hundreds of gatherings, evaluate and create plans to mitigate risk and work on several projects simultaneously. (20%)
- **You've got a variety of skills and love a fast-paced opportunity.** You'll lead and facilitate special projects based on departmental need, your expertise, and your interests such as: facilitating sessions at conferences or retreats, growing your understanding of young adults, and improving departmental processes. (10%)
- You have previous knowledge of using Salesforce and Monday.com (not required, we are happy to teach you!)
- You have a **bachelor's degree** or four additional years of work experience.
- You have **at least three years full-time post-undergraduate professional work experience**. Mem Global seeks employees from diverse backgrounds and life experiences that can serve our community builders.
- You're able to be **flexible with your work hours**, working shortened daytime office hours with nights and weekends as needed.
- You have eligibility to work in the United States without employer sponsorship.
- You have familiarity with Mem Global as staff, resident, host and/or community member (preferred).
- You embrace and demonstrate our [Identity Statements](#) and the [Mem Mindset](#): Be the Difference, Connect & Listen, Invest Wisely, Embrace the Unknown, Own It!, Value People, and Work Well, Live Well, and Have Fun!

The Fine Print:

The New York Community Manager is a full-time, year-round position, and requires weekday hours plus occasional weekends or evenings, and regular travel to complete job requirements. The position is supervised by the Director, House and Pod Programs, Operations and Strategy, and works out of our NYC hub office.

Our team works a hybrid schedule at our hub offices, where employees can choose to work remotely 2 days per week and collaborate in-person with coworkers the rest of the week.

How Mem Global Takes Care of You:

- **Healthcare:** Health, vision, dental, and mental health benefits
- **Time off:** 15 days paid time off (PTO) per year that increases with continued employment (additional benefits for former Hillel and BBYO employees through the Talent Alliance) PLUS 5 Personal WellBeing Days, office closures, and up to 7 floating holidays for Jewish and US holidays
- **401(k):** up to 3.5% matching starts immediately after hire
- **Flexible Spending Account** options
- Paid Parental Leave
- Quarterly paid day of service to give back to your community!
- Highly qualified, creative, and go-getter teammates and a dedicated supervisor
- Work in our Mem Global Hub office in NYC

How Mem Global Pays You:

The starting salary range for this full-time exempt position is:

- NYC Hub Office: \$68,000 - \$73,000
- Your specific salary within these ranges will take into consideration education, experience and location.

If you have more experience and/or are targeting a different salary range, let's talk!

How Mem Global Invests in You:

- \$750 USD annual professional development fund
- Jewish Learning Collaborative: One-on-one Jewish learning with an approved educator of your choice

- Local and in-house professional learning opportunities
- Opportunities for advancement through career pathing planning

All voices are needed at Mem Global (please see our [identity statements](#) for more details). Every new member of the Mem Global team is an opportunity for us to introduce fresh perspectives, talent, and skills into both our professional team and our communities. We look for employees from diverse backgrounds, faiths, and life experiences to join our global team.

Mem Global is a dynamic organization that recognizes and supports individuals from a broad range of experiences and backgrounds. We are proud to be an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental and/or intellectual disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, familial status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related), genetic information, or sexual orientation.

Possible Steps in Our Hiring Process:

- Step 1: Apply with your resume, and cover letter, and you'll hear back from us!
- Step 2: Video interview using a web-based platform
- Step 3: Skills assessment, and interview(s) with the hiring manager(s)
- Step 4: We'll check your references to hear about your past experience
- Step 5: Get an offer letter, sign it, start your Mem Global journey!