

TITLE: PJ Library Manager

DEPARTMENT: Impact

REPORTS TO: Director of Family Engagement

CLASSIFICATION: Full-Time, Exempt

PRINCIPAL FUNCTION: As Jewish Atlanta continues to boom, Jewish Federation of Greater Atlanta (“Federation”) intends to play a bold and creative role. The PJ Library Manager works with a passionate team at Federation to strengthen engagement opportunities for families across Jewish Atlanta and to enhance collaborative partnerships for the community.

PJ Library is a powerful outreach tool that aims to build connections between Jewish families throughout Greater Atlanta. An inclusive program for families of all Jewish backgrounds, Atlanta’s Jewish Engagement initiative creates impactful community and neighborhood-based experiences for families with children aged 0-2 through our JBaby program and continuing that relational engagement through our PJ Library program for children 2-8 and continuing into PJ Our Way for ages 8-12. This position is primarily focused on the PJ Library demographic.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Implementation and management of Federation’s PJ Library Initiative, including:

- Lead and manage a team of PJ Connectors to support the development of neighborhood-based communities with the goal of building relationships with and between families
- Ensure programming is in line with larger Family Engagement strategy through collaboration with other family engagement professionals and Director of Family Engagement
- Oversee the development, scheduling, organization, promotion and implementation of programming for PJ Library programming for children ages 2-8
- Create and manage larger scale programs with community partners and other key stakeholders
- Manage data including tracking enrollment including data entry in Salesforce
- Partner with Federation’s marketing department to create collateral and registration forms, and program promotion including publishing PJ Library’s monthly newsletter
- Manage PJ Library Atlanta’s social media accounts
- Manage financial processes including P-Card reconciliation and vendor payment for PJ Library program
- Strategize and work with key community partners to grow PJ Library subscription rates including the Harold Grinspoon Foundation

- Support subscription processes with excellent customer service through monthly enrollments, renewals, and updating information in multiple databases
- In collaboration with the JBaby Manager partnership with Camp Ramah to create, plan and manage the Book it to Shabbat program
- Serve as a resource to individuals and families looking to explore their opportunities for connection to Jewish Community
- Support the Jewish Engagement team in achieving its strategy for engaging families in Jewish experiences

QUALIFICATIONS: Bachelor's degree (in education, community development, social work, Jewish studies, or other relevant field) or equivalent experience. Knowledge and understanding of the Greater Atlanta Jewish community, its institutions, and resources. Experience in community engagement, program development, or related fields. Strong interpersonal and relationship-building skills, with the ability to connect with parents, families, and community members effectively. Excellent communication skills, both verbal and written. Ability to work collaboratively with diverse stakeholders, including community partners and organizations. Organizational and project management skills, with attention to detail and the ability to manage multiple responsibilities. Sensitivity to cultural and religious diversity, respecting the values and traditions of the Jewish community. Must have valid State of Georgia Driver's License, reliable transportation, and proof of automobile insurance.

PHYSICAL REQUIREMENTS: Position requires intermittent standing, walking, and occasional periods of time sitting at a desk/table. The employee must occasionally lift and/or move up to 25 pounds.

COMPENSATION: The salary range for this position is \$57,000 - \$62,400 plus a comprehensive benefits package. The anticipated salary is near the midpoint and commensurate with experience.

Jewish Federation of Greater Atlanta is an equal opportunity employer.