**JOB DESCRIPTION**

**POSITION TITLE:** Education & Engagement Manager

**DEPARTMENT:** Community Planning and Impact

**REPORTS TO**: JumpSpark Director

**STATUS**: Full-time

**PRINCIPAL FUNCTION:** As Jewish Atlanta continues to boom, Jewish Federation of Greater Atlanta intends to play a bold and creative role in reimagining and deepening community engagement. We are looking for a driven self-starter to join our team as we expand the ways we impact the community through Jewish education and engagement.

JumpSpark, Atlanta’s initiative for Jewish teen engagement, connects and collaborates with the community to create more meaningful and defining moments for Jewish teens in Atlanta while enhancing the infrastructure of Jewish education and engagement in Atlanta. JumpSpark invests in existing programs, supports new and innovative ideas, and thinks creatively to meet the needs of teens, their parents, and Jewish educators and professionals that work with teens. Our portfolio includes Teen Programs, Navigating Parenthood workshops, Jewish Professional Development, and Grants. JumpSpark exists to bring together Jews across Atlanta to preserve and progress our community for the future and help teens grow and discover their best selves.

JumpSpark is a major initiative of Federation’s Community Planning and Impact (CPI) department. CPI includes all of Federation’s grants and allocations, our innovation portfolio, as well as programs focused on Jewish engagement and education. As we seek to align programming and services to best meet the needs of our community, the Education and Engagement Manager will have programmatic responsibilities in other areas of CPI in addition to JumpSpark.

We seek an enthusiastic creative thinker, bridge-builder, and innovator who is excited by JumpSpark's and CPI’s mission to offer pathways into Jewish living by creating opportunities for genuine connection and growth for Jews from every part of our city. The Education and Engagement Manager will be team oriented, able to manage multiple projects simultaneously, willing to take risks, and be committed to Federation’s core values of excellence, fearlessness, and empathy. The candidate should be familiar with the Jewish education and engagement landscape, players, and trends and must be comfortable working in a fast-paced, innovative, and experimental work environment with general supervision.

**ESSENTIAL FUNCTIONS**

The Education and Engagement Manager will have the following areas of responsibility:

* Build strong relationships in the Atlanta Jewish community
* Strengthen Atlanta’s Jewish teen ecosystem by working with teens, families of teens and educators and professionals who work with teens
* Create and manage innovative programming for JumpSpark’s target populations including curricular development and implementation
* Work with JumpSpark grantee partners on program implementation and grant oversight
* Engage in the national conversation of Jewish innovation and education
* Participate in the national network of the Jewish Teen Education and Engagement Funder Collaborative
* Complete a broad variety of tasks as needed to further the mission of JumpSpark and Community Planning and Impact department
* Manage brand and identity for JumpSpark and its application to all print and electronic communications
* Manage the development of the JumpSpark website and its content; maintain the site and links daily
* Manage JumpSpark’s social media presence through all relevant platforms – including Facebook, Instagram, and public relation opportunities, creating content and maintaining a consistent and constant presence, including at periodic community-wide events and celebrations
* Provide concierge services for members of the community seeking entry points into Jewish life
* Serve as a member of the CPI education and engagement team to provide programmatic support and leadership for family retreats and help develop a pipeline of engagement for pre-teens and their families

**QUALIFICATIONS:**

* Bachelor’s degree
* 3-5 years of experience working in Jewish education or engagement
* Thorough knowledge of common web content management systems and a proven record of using excellent judgment with social media for brand awareness and marketing
* Knowledge of, passion for, and/or an authentic personal connection to the relevant issues of Jewish communal life and familiarity with the Jewish calendar
* An appreciation for the diversity of Jewish identity, expression, and practice
* Experience in professional setting with standard business tools
* Willingness to learn new systems, programs, and skills as needed
* Excellent interpersonal, organizational, written and oral communication skills
* A dynamic and outgoing personality with the ability to build relationships with a variety of different audiences and ages
* Self-motivated with a willingness to take initiative in a fast-paced, team environment
* Demonstrated organizational skills, with attention to detail and proven ability to fill and manage a complex schedule requiring extensive local travel

**PHYSICAL REQUIREMENTS:** Intermittent standing and walking with prolonged periods of sitting at desk or in meetings. Must have stamina needed to attend morning, evening and weekend meetings and events in addition to regular schedule.

*Jewish Federation of Greater Atlanta provides equal employment opportunities to all applicants and prohibits discrimination regarding race, religion, age, sex, national origin, sexual orientation, gender identity or expression.*