



Jewish Federation of Greater Atlanta

JOB DESCRIPTION

POSITION TITLE: Intown Community Connector

DEPARTMENT: Impact

REPORTS TO: Director of Community Engagement

STATUS: Part-Time, Non-Exempt (~15 hours per week)

PRINCIPAL FUNCTION

As Jewish Atlanta continues to grow and evolve, Jewish Federation of Greater Atlanta (Federation) is committed to strengthening connections, fostering belonging, and supporting a vibrant Jewish life across the community. The Intown Community Connector will coordinate and support the Jewish community throughout Atlanta's Intown neighborhoods. Working closely with Intown ecosystem partners, Federation's Community and Family Connector and Ambassador team, and community stakeholders, this position will increase awareness of Jewish programming, connect individuals and families to resources, and strengthen pathways to Jewish life. Through relationship building, communication, and collaboration, the Intown Community Connector will help foster a robust, active, and connected Jewish community throughout Intown Atlanta.

ESSENTIAL FUNCTIONS

- Build and maintain strong relationships with Intown Jewish community partners, organizations, leaders, and Federation's Engagement team to increase awareness of Jewish programming, resources, and opportunities for connection across the intown community.
- Support collaboration and program coordination among Intown partners by sharing resources, promoting programming, and identifying opportunities for joint initiatives and community engagement.
- Serve as a community resource and connector by helping individuals and families identify relevant Jewish experiences, programs, organizations, and support services aligned with their interests and needs.
- Develop and distribute a monthly Intown Jewish Community Newsletter featuring upcoming programs, community updates, Jewish resources, and opportunities for engagement. Develop and maintain a distribution list incorporating a variety of outreach strategies.
- Track engagement data, including outreach, participation, and connections made, to help understand community engagement and inform future efforts.
- Attend monthly in-person professional development sessions for the Connector team and perform other duties as needed.

QUALIFICATIONS

General familiarity with Jewish traditions, values, and the Atlanta Jewish community and its organizations. Experience building relationships, coordinating community initiatives, supporting



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communications, or working with community partners is preferred. Candidate preferably a resident of Intown community.

The ideal candidate will be a collaborative, proactive, and relationship-oriented professional who is passionate about strengthening Jewish life and fostering community connections. Strong organizational, written, and verbal communication skills are required, along with the ability to work independently and collaboratively with diverse partners and community members. Requires a flexible schedule, including availability to work some evenings and weekends, as well as the ability to attend meetings and community events throughout Intown Atlanta. Must have reliable transportation and a valid State of Georgia driver's license with proof of automobile insurance for traveling to meetings and events outside Federation.

PHYSICAL REQUIREMENTS

Position requires intermittent standing, walking, and prolonged periods of time sitting at a desk/table. The employee may be required to travel to community meetings, programs, and events and occasionally lift and/or move up to 25 pounds.

COMPENSATION

The pay rate for this position is \$23 per hour.

Jewish Federation of Greater Atlanta is an equal opportunity employer.