

JOB DESCRIPTION

POSITION TITLE: JBaby Connector (Intown)

DEPARTMENT: Community Planning and Impact

REPORTS TO: PJ Library Manager

CLASSIFICATION: Temporary, part-time, non-exempt (5-10 hours per week)

PRINCIPAL FUNCTION: As Jewish Atlanta continues to boom, Jewish Federation of Greater Atlanta intends to play a bold and creative role. PJ Library is a powerful outreach tool that aims to build connections and communities for Jewish families throughout Greater Atlanta.

This position works with JBaby, an initiative that falls under the PJ Library Atlanta umbrella. JBaby is focused on engaging families with children under age 2 with the goals of connecting families in similar life stages to each other, to development specialists for advice, and to other Jewish community resources. This position will work with the JBaby program and will join the team of PJ Library Parent Connectors serving the Metro-Atlanta Area. This position is focused on engaging families in the Intown Atlanta area.

ESSENTIAL FUNCTIONS

- Facilitate Intown JBaby Small Group Series for families with babies ages 0-1 in partnership with JBaby Coordinator.
- Plan, organize, and facilitate gatherings in Intown Atlanta with a focus in reaching young families with kids aged 0-2 around family-friendly themes with Jewish values.
- Meet one-on-one with new parents looking for connection in targeted neighborhood.
- Manage logistics, marketing, budget, and development of intimate, small-scale engagement opportunities at family-friendly destinations or home-based gatherings.
- Deepen connections through follow-up with photos, contact information, and invitations to future gatherings.
- Work with PJ Library Atlanta team as well as community partner to plan and staff gatherings.
- Maintain accurate records for participants of gatherings.
- Promote the mission of PJ Library, Jewish Federation of Greater Atlanta, and Jewish Atlanta at all times through superior customer service to all and through the efficient use and care of resources.
- Perform other duties as needed.

QUALIFICATIONS

Familiarity with Jewish traditions and values and with Atlanta Jewish community and its organizations. Requires flexible schedule, including availability to work weekends, and excellent written and verbal communication and presentation skills. Must have own transportation and 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, and moving in ways to engage children and families. The employee must occasionally lift and/or move up to 25 pounds.

COMPENSATION:

The pay rate for this position is \$20 per hour.

*Jewish Federation of Greater Atlanta is an equal opportunity employer.