



JOB DESCRIPTION

TITLE: Navigating Parenthood Coordinator

DEPARTMENT: Community Planning and Impact

REPORTS TO: JumpSpark Manager

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

PRINCIPAL FUNCTION: The Navigating Parenthood Coordinator is responsible for fostering strong relationships with parents of teens in the Greater Atlanta Jewish community. The primary focus of this role is to connect parents of tweens and younger teens (12-14) to the Jewish community and Federation, facilitate connections among parents, provide resources and support, and educate parents about opportunities for their teens to engage with the Jewish community and Israel. Additionally, this role will support the Shinshinim Host Family Program by helping to identify parents of younger teens as host families for the Shinshinim (Israeli young adults). This role works in partnership with the JumpSpark, Shinshinim, and CPI teams to strengthen community teen engagement focused on middle school age families.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Parent Engagement, Education, and Support

- Identify, cultivate, and manage relationships with parents of middle school tweens and teens in the Greater Atlanta Jewish community focusing on post-b'nai mitzvah engagement and the transition from middle to high school.
- Connect parents of middle school tweens and teens to the Jewish community and Federation, fostering their engagement and participation.
- Facilitate connections among parents of middle school tweens and teens, creating opportunities for them to connect with peers, share experiences, and provide mutual support.
- Provide resources and support to parents of middle school tweens and teens, offering guidance and information on parenting, community services, and relevant programs.
- Educate parents about opportunities for their middle school tweens and teens to engage with the Jewish community and Israel education and experiences (e.g. RootOne and Gap Year) helping them make informed decisions for their families.
- Work in collaboration with JumpSpark team to develop and implement new strategies and initiatives in order to achieve goals.

Community Collaboration

- Collaborate with community partners and teen-serving organizations to identify and create opportunities for parents and their middle school tweens and teens to engage in quality programming and Jewish experiences.
- Foster relationships with community partners and organizations to enhance collaboration and expand resources available to parents and their tweens and teens.



- Promote the benefits of community engagement and encourage participation in relevant programs and initiatives.

Shinshinim Host Family Program

- Identify and cultivate relationships with parents, families, and community members who are interested in hosting a Shinshin during a semester.
- Work with the Navigating Parenthood Associate to assist in all aspects of the host family program recruitment process.

Other

- Support and demonstrate Federation's core values: Excellence, Empathy, Fearlessness, Collaboration, and Positive Can-Do Attitude.
- Promote the mission of Federation at all times through superior customer service to internal and external customers and the efficient care and use of all resources.
- Other duties as assigned.

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. Familiarity with teen development, parenting challenges, and resources for supporting families. 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 pay rate for this position is \$20 per hour.

Jewish Federation of Greater Atlanta is an equal opportunity employer.