
JOB DESCRIPTION

POSITION TITLE: PJ RSJ Connector

CLASSIFICATION: Temporary, Part-Time, Non-Exempt (20-25 hours per month, based on project)

DEPARTMENT: Community Planning & Impact

REPORTS TO: Director of Family Education & Engagement

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. An inclusive program for families of all Jewish backgrounds, PJ Library in Atlanta seeks outgoing, motivated, and networked parents to create new, barrier-free Jewish experiences, expand communities, and impart relevant Jewish content to Russian-speaking Jewish families with young children. This position works with a passionate team at Federation to strengthen family-friendly Jewish Atlanta and partnerships for the community. Position runs through August 31, 2020 with possibility for extension.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plan, organize, and facilitate programs for Russian-speaking Jewish families with children under 9 years old.
- Identify programmatic interests and needs.
- Manage logistics, marketing, budget, and development of engagement opportunities at family-friendly destinations.
- Deepen connections through follow-up with photos, contact information, and invitations to future gatherings.
- Maintain accurate records for participants of gatherings.
- Support the Family Impact Team and Jewish Federation of Greater Atlanta in achieving its strategy for engaging families in Jewish experiences.
- Promote the mission of PJ Library, Jewish Federation of Greater Atlanta, and Jewish Atlanta through superior customer service to all.
- Perform other duties as needed.

The above job duties and responsibilities describe the general nature and level of work for an employee in this position, but this is not intended as an exclusive or all-inclusive inventory of all duties required of an employee in this job.

QUALIFICATIONS

Familiarity with Russian and Jewish traditions and values, as well as the Atlanta community and its organizations. Fluency in both English and Russian. Experience in Jewish education and programming with knowledge about the dynamics of families with young children and early childhood education



preferred. Additional experience in marketing, customer service, and data base management a plus. 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.

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