



## JOB DESCRIPTION

**POSITION TITLE:** PJ Connector

**CATEGORY:** Temporary, part-time, non-exempt (10 hrs/wk)

**DEPARTMENT:** CPI

**REPORTS TO:** Director of Family Education and 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 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.

### ESSENTIAL FUNCTIONS

- Plan, organize, and facilitate gatherings in targeted neighborhoods with a focus in reaching young families with kids aged 0-7 around family-friendly themes with Jewish values.
- Contact parents in PJ Library database in neighborhood, explaining program goals, and identifying interests and needs within targeted area.
- 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.
- Maintain accurate records for participants of gatherings.
- Support the CPI 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 at all times through superior customer service 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. 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.*

**Revised: 3.29.2022**