



## JOB DESCRIPTION

**TITLE:** Young Adult Engagement Associate  
**DEPARTMENT:** Community Planning and Impact

**CLASSIFICATION:** Full-time, Exempt  
**REPORTS TO:** Director of Next-Gen

**PRINCIPAL FUNCTION:** The Jewish Federation of Greater Atlanta is seeking a dynamic and experienced professional to serve as the Young Adult Engagement Associate. One of the pillars of Federation's work is Next-Gen engagement, and the Young Adult Associate will serve as a primary relationship builder and pipeline developer for recent college graduates and other individuals in their 20s and early 30s. This individual will lead transformative trips and experiences, oversee engagement opportunities for Birthright and other trip alumni as well as other young adults through programming, relationship building, stewardship, and Gather Grants. The ideal candidate will be a highly skilled organizer with significant experience in project management, communication, and leadership.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Federation's Next-Gen work typically refers to serving individuals between the ages of 22 and 40. Within this age range are recent college graduates, newly married couples, and young families.

The Young adult Engagement Associate's work will be guided by three pillars:

- **Engagement:** Overseeing engagement for recent college graduates, recruitment for travel opportunities and guiding follow up initiatives such as Gather Grants of other post-travel opportunities.
- **Convening Partners:** Attend partner events that cater to Young Adults and serve as a concierge for participants to steward them in their Jewish journeys.
- **Leadership Development:** Assist Next-Gen Director in recruitment for and implementation of leadership initiatives; Create and oversee mentorship opportunities for community.

Specific Responsibilities related to the pillars are:

#### **Birthright Trip Management**

- Work year-round to identify, recruit and engage potential participants and staff members for the Atlanta-based Birthright Israel trips for young adults.
- Serve as lead trip staff on Birthright Israel trips for young adults including working with trip provider to interview and screen participants, develop itineraries, train additional staff, and prepare participants.

#### **Community Engagement and Stewardship**

- Oversee Passport and Gather Grant Programs which provide funds to participants to participate in Jewish life after Birthright or other experiences and empowers young adults to create their own Jewish engagement experiences



- Track and evaluate grant related programs and share data with the Birthright Israel Foundation and other relevant partner
- Develop and implement additional travel experiences for young adults in conjunction with partner organizations, including recruitment of participants and stewardship of follow up engagement.

#### **Convening Partners**

- Regularly engage with the sector of next-gen serving partner organizations, including attending programming and events, stewarding participants, and engaging with professional colleagues on collaborative opportunities.
- Work collaboratively with the Next-Gen Director to create a volunteer pipeline for next-gen serving organizations.

#### **Leadership Development**

- Identify and recruit individuals to participate in Federation led leadership development initiatives.
- Work with the next-gen director to develop and implement new leadership development initiatives for young adults that allow them to evolve and grow alongside their life-stage development.
- Maintain relationships with committee members and other key Federation volunteer leadership.

#### **General Organizational Support**

- Provide support for a variety of Federation and community-wide programs and initiatives.
- Remain knowledgeable about Jewish life and engagement trends in and out of the Atlanta community.
- Serve as an advocate for Federation's mission and work at all times.
- Complete a broad variety of tasks as needed to further the mission of Federation and Community Planning and Impact department.

#### **Professional Development**

- Participate in a variety of professional development opportunities provided by Federation, Birthright Israel, partner and outside organizations
- Work closely with other Federation professionals to understand how role works in tandem with other departments and processes

**QUALIFICATIONS:** Bachelor's Degree, knowledge of the Atlanta Jewish community, and a basic understanding of young adult trends and preferences required. Must have excellent verbal, written and interpersonal communication skills, ability to learn database systems, experience with Microsoft Office Suite and spreadsheets. Must have valid State of Georgia Driver's License, reliable transportation, and proof of automobile insurance. Must possess and maintain valid passport.



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Experience with volunteer management, relationship building, social media marketing, and event planning and promotion preferred. Experience with group facilitation and/or public speaking helpful, involvement in Jewish camps or community programs and Israel experience helpful.

**TRAVEL:** Position requires international travel. Must be able and willing to travel.

**PHYSICAL REQUIREMENTS:** Position requires intermittent standing, walking, and prolonged periods of time sitting at a desk/table. The employee must occasionally lift and/or move up to 25 pounds.

**COMPENSATION:**

The salary range for this position is \$55,000 - \$60,000 plus a comprehensive benefits package. Anticipated salary near midpoint; commensurate with experience.

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