

NOW HIRING: JFAMILY PARENT AMBASSADOR

The goal of the JFamily Program is to spark and nurture connections between families raising Jewish children* in DC (newborns to 6 years old) through welcoming and inclusive programming both inside and outside of the Edlavitch Jewish Community Center of Washington, D.C. ("EDCJCC"). JFamily Ambassadors foster opportunities for families to connect and form lasting relationships through Jewish experiences.

*Please note that we define "raising Jewish children" however you do!

This part-time position requires 6-8 hours per week (on a flexible schedule).

Responsibilities include, among others:

- Create and implement 1 activity/gathering per month, either at the EDCJCC or in your assigned neighborhood zone, on your own schedule. Activities could include holiday-themed programs, family art activities, Tot Shabbat sing-alongs, meet ups at a playground, library story time, picnics, museum explorations, home-hosted events, parents' nights, etc.
- Help to plan and implement four (4) large, annual EDCJCC family programs; the Day of Awesome program before Rosh Hashanah, the Hanukkah Party, the Purim Carnival and the Family Concert. These programs occur on specific Sundays, and the dates will be set and shared well in advance.
- Deepen connections with families in your assigned neighborhood zones through face-to-face meetings (virtual or in person), phone calls, personal emails, and social media.
- Participate in an orientation session, followed by bi-monthly calls with the Parent Ambassador cohort.
- Collect and maintain contact information for program participants.
- Submit monthly reports to the JFamily Manager.

Knowledge/Skills/Abilities (KSAs):

- Excited to meet, welcome, and get to know parents raising Jewish children
- Excellent communicator and listener who excels at relationship building
- Passionate about Jewish life (broadly defined), and excited to infuse Jewish themes into programs
- Interested in facilitating and participating in new opportunities for peers to meet each other
- Self-motivated, curious and open to new ideas
- Familiar with online communication outlets for parents in their community

- Able to work independently, as well as be part of a team
- Always represent JFamily and the EDCJCC in a professional manner
- Knowledgeable about the local community's parent resources, both within and outside of the Jewish community. Knows or can find out where parents can be found in their neighborhood zones on any given day of the week
- Understands and respects the range of Jewish connection and knowledge among parents they serve

Requirements:

- Must live in the DC area
- Able to work a flexible schedule, including evenings and weekends as needed
- Must provide own transportation to events
- Must have own computer/device
- Comfortable using online platforms and willing to learn new tools, including, Google Docs and Trello

Salary: \$20.00 per hour

Please send cover letter and resume to Miriam Szubin, Director of Children and Family Programming, at mszubin@edcjjc.org.