

**Title:** Engagement and Jewish Life Manager  
**Type:** Full time  
**Location:** Washington, DC; in-person/hybrid  
**Salary:** \$60,000-\$70,000



**Who we are:**

The Edlavitch DC Jewish Community Center (EDCJCC) is the Jewish community's home in our nation's capital. Guided by Jewish values and heritage, the EDCJCC engages individuals and families through cultural, recreational, educational, and social justice programs. We welcome people of all backgrounds to connect, learn, serve, and be entertained together in ways that reflect the Center's unique role in the nation's capital.

We believe that today more than ever, people are seeking meaningful connections and relationships with others and that we can facilitate these connections by bringing together small groups of people based on common interests, life stages, affinity, and more. The Engagement and Jewish Life Manager will be a key member of our expanding and evolving Engagement Team, helping to build the future of how community will come together and connect at the EDCJCC. At a time when we are fundamentally reimagining how we build meaningful relationships within our community, this role will be instrumental in creating small-group cohorts, particularly for adults 50+, as well as facilitating high-quality Jewish life and learning experiences. This is an exciting opportunity to help shape a bold new engagement model within the context of our rich 100-year history.

The Engagement and Jewish Life Manager reports to the Senior Director of Engagement.

**What you'll do:**

- Build and maintain a variety of small-group cohorts based on our “cluster” engagement model, with a focus on adults over 50
- Recruit cluster leaders and participants through outreach, one-on-one relationship building, and strategic partnerships
- Support cluster leaders with resources, training, and ongoing guidance, with opportunities to teach or facilitate some of the cohorts directly
- Track cluster engagement metrics and adapt strategies to ensure sustained engagement
- Collaborate with the Engagement Team to develop best practices and systems that can scale across the organization
- Organize several Jewish holiday celebrations throughout the year for the community at large
- Oversee registration, teacher coordination, and logistics for our language and Introduction to Judaism classes
- Manage partnerships and coordinate with outside Jewish organizations whose programming will enhance the EDCJCC’s offerings in Jewish life and learning

**What you'll bring to the job:**

- Minimum of 3 years of experience in Jewish community building and/or programming
- A track record as a relationship builder extraordinaire: you love meeting new people, hearing their stories, remembering important details about them, listening deeply, and can bring them into the JCC’s “living room”.
- Ability to take initiative: you aren’t afraid of ambiguity and don’t wait for someone to tell you what to do at every step. You know how to dive in and get started, and to seek clarification

when it is needed.

- A passion for Jewish life and wisdom with experience creating inviting, pluralistic, and thoughtful Jewish experiences for others.
- An awesome attitude: you're motivated to come to work and engage with your colleagues and constituents, you're eager to grow as a human and a professional, you take feedback with grace, and you take pride in the work that you accomplish.
- A partnership-forward approach to Jewish communal work: you are skilled at forming and maintaining partnerships with other nonprofits, schools, synagogues, and etc.
- Superior attention to detail and strong project management skills.
- Strong written and verbal communication skills.
- Flexibility with your schedule, allowing you to work evenings, weekends, and holidays as needed.

**What we offer:**

This is a full-time, exempt position with a salary range of \$60,000-\$70,000. The ideal start date is July 1, 2026, but we will continue searching until the right candidate is found. This role is based at the EDCJCC building in Dupont Circle, with a hybrid schedule that permits telework two days per week as your programming schedule permits.

We offer a generous benefits package that includes health, dental, and vision insurance, 401k plan with employer contribution, life insurance, and long-term disability coverage. We also provide paid sick and vacation leave, paid time off on all major Jewish and federal holidays, fitness and pool membership, and free tickets to theater, film and more.

**Join Us!**

Please send a resume and cover letter outlining your qualifications for and interest in this position along with how you learned about the opening to Sonya Weisburd at [sweisburd@edcjcc.org](mailto:sweisburd@edcjcc.org). We are proud to be an equal opportunity employer committed to building a diverse and inclusive workplace. We welcome applicants of all backgrounds and do not discriminate on the basis of race, color, religion, sex, gender identity or expression, sexual orientation, national origin, age, disability, veteran status, or any other protected characteristic.