



JOB DESCRIPTION

TITLE: Jewish Community Outreach Coordinator

DEPARTMENT:

FLSA STATUS: Exempt

FUNCTION: The Jewish Federation of Greater Dallas is seeking a Jewish Community Outreach Coordinator. We are looking for an enthusiastic, energetic and engaging individual who will serve as the “Community Concierge” for all things Jewish in Dallas and North Texas.

REPORTS TO:

SUPERVISES: N/A

ESSENTIAL JOB FUNCTIONS:

1. Have extensive knowledge of the Jewish community, programs and institutions.
2. Act as a Jewish community resource and connect individuals and families with the opportunity to live Jewishly in the Greater Dallas and North Texas area.
3. Will engage Jewish residents of the Greater Dallas and North Texas area in Jewish community activities by proactively seeking out individuals and families that are not currently engaged, getting to know what they are looking for in programs, and helping connect them with activities and organizations.
4. Will develop and implement effective outreach programs.
5. Reach out to Dallas/North Texas area institutions, businesses and organizations to inform their members and employees about the opportunities for engagement within the Jewish community.
6. Oversee a “Welcome to Jewish Dallas” Committee that will reach out to new families and individuals, host Shabbat and holiday dinners, answer questions about the Jewish community, etc.
7. Report regularly to the CEO, COO and an internal staff engagement committee about the feedback from the voices of the community.
8. Help ensure the Jewish Federation of Greater Dallas, partner agencies and organizations nurture new relationships through follow-up and personalized invitations to next step programming or events.
9. Modify existing programs to incorporate outreach best practices used to engage the disengaged.

10. Provide leadership to volunteers committees working on outreach and engagement.
11. Work in partnership with the campaign and other departments of the Federation to ensure collaboration and synergy of campaign and outreach programs.
12. Engage in community activities and be recognized as the point person for outreach and engagement within our Jewish community.
13. Assist with budget preparation and monitoring for the outreach budget.
14. Actively participate in campaign events, phone-a-thons, and other associated Federation events and activities.
15. Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Education: Bachelor's Degree required.

Experience: Experience in events/programming, sales and/or engagement work is preferred. Knowledge of Jewish customs and traditions required

Other Requirements:

- Excellent communication and interpersonal skills
- An outgoing personality and willingness to reach out to others via individually by phone, mail, email and in public presentations
- A non-judgmental approach, with sensitivity toward Jewish communal diversity and the wide variety of Jewish expression and practice in Dallas/North Texas and surrounding areas
- Experience developing, nurturing, and executing programs
- Be self-motivated, curious, and innovative
- Community organizing experience
- Strong knowledge of the Dallas and/or broader Texas Jewish community
- Strong knowledge of Microsoft Office, especially Word, Excel and Powerpoint
- Strong online research, organizational, and time management skills
- Self-starter
- Collaborative spirit and team player with a positive attitude
- Ability to foster and maintain effective, collaborative relationships with the community
- Ability to organize, monitor, and track numerous ongoing and one-time activities, events, and projects with limited supervision
- Ability to handle stress

ADDITIONAL JOB INFORMATION

Position Type:

This is a full time, exempt level position. It qualifies for all benefit packages. For more information see the Employee Manual.

Working Conditions:

Mental Demands: Ability to communicate effectively (verbal and written); interpret policies, procedures and data; maintain emotional control under stress.

Physical Demands/Environmental Factors: Must be physically able to operate computers and office equipment; occasional bending, reaching, squatting, kneeling, and twisting; constant walking, speaking and listening; frequent sitting and maintaining close visual attention to the computer; occasional lifting up to 50 lbs.

NOTE: This job description is not an employment agreement or contract. The COS and/or designee have the exclusive right to alter this job description at any time without notice.

Employees of Jewish Federation of Greater Dallas are expected, as required in their specific job functions, to participate in activities, meetings, and committees; to interact and work cooperatively in order to accomplish various goals; to represent one's self and Jewish Federation of Greater Dallas in a positive, professional manner; and to safeguard sensitive or confidential information from intentional or unintentional disclosure.

Employees are expected to maintain current working knowledge of policies, procedures and guidelines necessary to answer work-related questions and to provide assistance in a timely and courteous manner. Employees are also expected to perform other duties as may be assigned by their supervisor and to contribute to the team efforts of the department and to assist the organization in achieving its strategic goals.