

COORDINATOR OF FABRANGEN

JOB ANNOUNCEMENT

February, 2017

Position Summary: Fabrangen is seeking an energetic, organized and versatile person to serve as a part-time Coordinator for our community. The Coordinator serves as a “hub” among members: building community, encouraging volunteer participation, and providing member support. In collaboration with members, the Coordinator develops and supports activities and connections in the community. S/he manages logistics for weekly services on Shabbat and Jewish holidays; is responsible for website and Facebook page management; and for a variety of administrative tasks. There are no responsibilities for fundraising or development.

Qualifications and Experience:

- Ability to work independently with minimal supervision.
- Experience working with and understanding of volunteer organizations.
- Patient and respectful of group process.
- Familiarity with Jewish traditions and culture.
- Experience managing a website.
- Experience with social media and marketing a plus.

Work Hours and Location: This is a part-time position, averaging 15 hours per week. The Coordinator works independently from home. While there is generally a flexible schedule, s/he must interact with members on Saturday mornings 2-3 times per month, and attend an evening Board meeting once per month.

Salary: \$18,500 per year. This is a part-time, permanent position without benefits.

Start Date: March/April 2017

About Fabrangen: Fabrangen, meaning “bringing together in joy,” is an independent, participatory, and egalitarian Jewish community in Washington, D.C. We are known for spirited, musical services led by our members, for deep discussions of the Torah, and for engagement in *tzedakah* and *tikkun olam*. Founded in 1971, our 125 members live in DC, Maryland and Virginia. As a participatory community, we do not have professional clergy leaders, but instead cultivate the leadership capacities of our members, who lead our weekly Shabbat morning services as well as services on all major Jewish holidays. Our High Holiday services have been open to all for decades and attract hundreds of participants. Please visit our website at www.fabrangen.org for more information about our community.

To Apply: Please see detailed job description on our website www.fabrangen.org. Send resume and letter explaining your interest to coordinatorsearch@fabrangen.org. We look forward to hearing from you.

JOB DESCRIPTION: COORDINATOR OF FABRANGEN

Religious and Cultural Programming

- Recruit and coordinate volunteers for programming for festivals and other holidays.
- Coordinate with outside groups for special events.
- Help recruit retreat coordinator, and help plan logistics for the retreat.
- Assist members in developing and implementing special programs.
- Encourage volunteers to host or coordinate outside events and parties.

Member Services

- Check and respond to phone calls and email on a daily basis.
- Assist members in planning and implementing life cycle events and other special activities.
- Help recruit volunteers and ensure continuity of volunteer positions.
- Maintain membership roster and circulate it semi-annually to the community.
- Maintain master events calendar.
- Interact with members on Saturday mornings two to three times per month.
- Establish schedule for members to prepare worship space weekly and send reminders. Keep track of scheduling changes.
- Establish kiddush schedule. Send reminders to members and keep track of scheduling changes. Arrange for wine and supplies for weekly kiddush.
- Maintain storage area and closet at WES.

High Holidays

- Attend services and be available to members and guests, as needed.
- Recruit coordinators for adult services.
- Recruit coordinators for children's program.
- Hire and supervise childcare staff.
- Purchase food for children's program.
- Act as liaison with church for logistics and lease.
- Coordinate logistics (set-up and clean up, movers, sound system, wall hangings).
- Coordinate production and mailing of High Holidays outreach materials.
- Publicize services to the general public, including ad purchases.
- Prepare packet for all attendees.

Facilities

- Act as liaison with WES (landlord) regarding Fabrangen's space rental under the lease.
- Arrange with WES or alternate location for special uses.
- Arrange for alternative site or plan if WES is unavailable.
- Arrange sites for special holiday and festival events.
- Manage oversight of lease renewals for WES and High Holidays venue.

Marketing and Outreach

Prospective Members/Guests

- Respond promptly to prospective members' inquiries via phone and email
- Welcome prospective members and guests to services.
- Follow up with prospective members.

Community Involvement

- Seek opportunities to publicize Fabrangen in the local Jewish community, including joint sponsoring of events.
- Act as liaison to community organizations.

Marketing/Website/Social Media

- Implement marketing plan, including use of social media, in coordination with Outreach and Steering Committees.
- Produce semi-monthly announcements mailing using Mail Chimp.
- Update website and Facebook with upcoming events and other content.

Support to Steering Committee (Board of Directors)

- Confer with Steering Committee chair and members as issues arise.
- Prepare and collect information and materials for Steering Committee meetings.
- Prepare agenda in consultation with the chair.
- Take minutes at Steering Committee meetings, post them where directed by the Steering Committee and maintain an archive of this material.
- Organize Community Meetings in consultation with the Steering Committee.

Financial Management

- Submit receipts for use of debit card to bookkeeper in a timely manner.
- Submit invoices to Treasurer for payment and indicate proper expense allocation.
- Inform bookkeeper of proper allocation of expenses and income, as needed.