

**Reconstructionist Rabbinical College/Jewish Reconstructionist Communities
Innovation Project Assistant**

Our Innovation and Impact department supports rabbinical students, rabbis, congregations and lay leaders in sparking and spreading new ideas and entryways for Jewish life, within and beyond the Reconstructionist Community. Reporting to the Assistant Vice President of Innovation and Impact and the Project Director for Evolve, the Innovation Project Assistant will support the work of this department, which has a national and international reach. Projects include, but are not limited to, the Reconstructionist Learning Networks (RLN) <https://jewishrecon.org/networks>, the Evolve Project, and the Auerbach Innovation Grants <http://www.rrc.edu/Auerbach-Grants/>. The full-time position entails administrative, social media and network weaving responsibilities and provides an opportunity to grow within the institution, to learn about and contribute to the progressive Jewish community, to help implement a new vision of Jewish life for the 21st century, and to make connections and gain perspective on Jewish communal life today.

Position Responsibilities

- Administrative support for the department
- Coordination of Reconstructionist Learning Networks with more than 200 participants. Include scheduling and managing zoom, network weaving and social media curation.
- Manage the logistics of videoconferences, including scheduling and announcing meetings to participants, managing registrations, provide technology support for participants and confirm equipment compatibility, and staffing meetings to manage the technology.
- Curate and create materials for website and Facebook
- Network weave-develop relationships with and among innovation community through Facebook and other online/phone connections
- Data management including registration, web analytics and designing and administering feedback surveys
- Manage mass emails, e-blasts and newsletters. Organize and maintain email lists, track submission of content from various sources, assemble and format messages, schedule distribution.

Required Skills and Capabilities:

- Collegial, proactive and self-directed
- Project management experience
- Excellent written and oral communications skills
- Ability to write well, efficiently complete administrative tasks, and network weave through social media.
- Organized and attentive to detail
- Excellent written and oral communications skills
- Ability to independently troubleshoot and resolve problems
- Ability to multitask and be organized
- Proficiency with the following technology:
 - MS Office Suite (Outlook, Word, Excel, Powerpoint, Publisher)
 - MailChimp

- Salesforce
- Zoom (ability to train others, experience with breakout groups, file and screen sharing required)
- Drupal or similar content management system
- Four-year degree preferred
- Experience with the Jewish community strongly preferred
- Desire to self-educate and remain current with trends in communications and social media

Salary:

\$32,000 - \$37,000, commensurate with experience

Benefits:

This is a full-time position with excellent benefits that include health insurance, 401(k), paid vacation and sick time, and time off for major Jewish and American holidays. We offer a dynamic and progressive workplace.

To Apply:

Interested applicants should send a cover letter, resume and writing sample to hr@rrc.edu. No phone calls please.

About Us:

The Jewish Reconstructionist Communities, associated with the Reconstructionist Rabbinical College, serves and supports the affiliated communities of the Reconstructionist movement and promotes the practice and spread of Reconstructionist Judaism. We work to build Jewish communities that are spiritually and intellectually vibrant while committed to Jewish learning, ethics and social justice. The movement provides publications, consulting services and resources to approximately 100 affiliated congregations and havurot. We also promote Reconstructionist values among our youth through No'ar Hadash—the Reconstructionist youth movement—and Camp JRF.

The Reconstructionist Rabbinical College (RRC) is the primary organization of the Jewish Reconstructionist movement. We offer progressive rabbinical education and serve the Reconstructionist congregational community; RRC is the first combination of this kind in the Jewish world. We are committed to our roots in tradition, to egalitarianism and inclusion, and to helping Jewish communities flourish. At RRC, students engage intensively with Jewish texts, thought and practice, and gain expertise as well as practical training. Each graduate enhances the movement and the greater Jewish community with a unique vision that integrates Jewish knowledge, dedication to the Jewish people, spiritual maturity, interpersonal skills and integrity.