

ONETABLE // Project Manager, Jewish Learning

About OneTable: OneTable is a national 501(c)(3) non-profit that empowers people to find, share, and enjoy Shabbat dinners through [our gathering platform](#), changing their Friday nights into something transformational. ([Read about our impact here.](#)) Our core values inform everything we do: joy, elevation, and welcoming.

At OneTable, we want people to end their week with intention. As an online and in person community, we help people in their 20s and 30s find, enjoy and share Shabbat dinners, explore Judaism and Jewish practice, and make the most of Friday night. As we expand and deepen our Jewish learning engagement across digital platforms, we are looking for great people to help us weave together the ancient wisdom and contemporary innovation of Shabbat. For more information: onetable.org.

POSITION OVERVIEW/JOB DESCRIPTION

The Project Manager, Jewish Learning is a new full-time position on the OneTable team reporting to the Vice President of Partnerships and Jewish Learning. Our [new strategic plan](#) includes ambitious goals to reach 10% of the total addressable target market by the end of 2025 (~140,000 people nationally). In addition to expanding our reach, our second strategic goal is to “Enrich the Experience”. We drive to support our participants in creating a sustainable Shabbat practice that is personally meaningful to them. To do this we develop resources that promote a DIY peer-to-peer approach to learning and ritual practice, with a primary focus on resources that can be delivered at scale primarily through digital platforms.

ESSENTIAL FUNCTIONS:

- Manage all aspects of implementation for Jewish learning projects to meet OneTable’s strategic goals, on time, within budget, and within scope, in close coordination with VP of Partnerships and Jewish Learning.
- Establish and maintain processes for managing scope during the project lifecycle, including, ongoing communication with internal and external stakeholders, periodic assessment and iteration as needed, and the ability to monitor the progress of multiple projects simultaneously.
- Coordinate and liaise with external providers, talent, and consultants for the optimal execution of projects. This includes ensuring the delivery of completed deliverables according to contracts or agreements, as well as providing concrete guidance on what everyone needs to do and the most efficient way to complete each step as needed.

- Coordinate the implementation of projects internally across departments. This includes working with teammates across departments to ensure deadlines are met on time, as well as providing concrete support and guidance on what everyone needs to do and the most efficient way to complete each step as needed.
- Conduct research on content providers, talent, consultants, resources, and platforms as needed

Requirements (must have)

- 2- 3 years previous project management experience
- Demonstrated ability to translate a program outline into a detailed implementation plan, and to execute the plan through its lifecycle
- Outstanding organizational, prioritization skills and time management skills and - most critically - execution skills
- Excellent interpersonal, written and verbal communication skills and exemplary attention to detail
- Background in or passion for education, Jewish education, or community building
- Ability to work effectively and diplomatically with all members of the OneTable community, including the Board, donors, and staff
- Demonstrated ability to take initiative, create and implement detailed project plans, anticipate potential challenges, troubleshoot and creative problem solving
- Ability to set priorities, work independently, multi-task with regular interruptions, problem solve creatively, maintain confidentiality and coordinate projects successfully, see the big picture
- Ability to work in a virtual environment
- Proficiency with Google Suite required and ability to quickly learn new technologies and social media platforms, including Salesforce, Tiktok, LinkedIn, Discord
- Schedule may include some evening or weekend hours, and several days of travel per year, as needed

Helpful to have

- Experience using social media as a community building tool and as an educational tool

Benefits Package:

\$53,000-\$58,000 annually plus the following benefits:

- Health insurance — medical, dental, and vision insurance currently through Aetna; OneTable pays 85% of the healthcare premium for each employee and 50% for dependents.
- Pre-tax commuter benefits, a flexible or health spending account (FSA or HSA), short and long-term disability, and life insurance.
- Time off:

- Paid time off (PTO) for personal, sick days, and vacation.
- The office is closed for all major Jewish holidays, as well as most federal holidays.
- OneTable offices are also closed during the July 4th week and December 25 - January 1.
- As an organization rooted in the mission of spreading Shabbat, we know the importance of having time on Fridays to start winding down and preparing for our favorite weekly holiday. The OneTable offices close at 4:00 pm (local time) every Friday and at 12:00 pm on the first Friday of each month.
- Optional and discounted identity theft protection, legal assistance program, pet insurance, travel insurance, critical illness, accident, hospital indemnity insurance, and more.
- This position is an exempt salaried position, which is not eligible for overtime.

Location: OneTable offers a flexible hybrid work policy which allows you to work from anywhere in the United States. Full-time employees may choose to work from an office space (provided by OneTable) or fully remote.

To Apply:

[Click](http://www.onetable.org/careers-apply) to fill out our online application: www.onetable.org/careers-apply
 Questions? Email careers@onetable.org

Application Process:

- Review of applications will begin immediately and continue on a rolling basis until the position is filled.
- Submission of Cover Letter and Resume
- 2-3 rounds of interviews with members of the OneTable team
- Applicants that move forward may be asked to complete a written task
- There may be additional conversations with colleagues with whom they would be working with.
- Reference checks from two employers, including at least one recent supervisor

Note: *OneTable seeks to increase equity in its hiring and therefore to mitigate the inside edge sometimes given to those who have relationships with “field insiders,” OneTable does not accept informal recommendations from individuals with personal connections to our staff or Board members and cannot factor such referrals into selection of candidates for interviews.*

Equal Opportunity Employer:

We deeply value the diversity of insight, perspective, and experience brought by people from backgrounds typically underrepresented in Jewish institutions. This includes Black, Latinx, Indigenous, and Asian people, Black Jews, Jews of Color, Sephardi and Mizrachi Jews,

lesbian, gay, bisexual, trans, and gender non-conforming people, and people with disabilities. We also welcome applications from people of diverse religious, spiritual, and cultural backgrounds.

The organization provides equal employment opportunities to all applicants and employees without regard to race, color, religion, gender, sexual orientation, gender expression, age, citizenship or immigration status, creed, genetic predisposition or carrier status, national origin, disability condition, marital status, status as a disabled or Vietnam-era veteran, or any other protected characteristic as established by law. In addition, the organization affirmatively seeks to advance the principles of equal employment opportunity as it applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination, and all other terms and conditions of employment.