

ONETABLE // National Field Specialist (based in the Carolinas)

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.

We're constantly growing. So far, we've been able to support the Shabbat practice for over 185,000 unique participants in more than 500 U.S. cities. OneTable is on track to surpass 250,000 unique participants by the end of 2023.

JOB DESCRIPTION:

The National Field Specialist (Carolinas) is a new position that will support OneTable's work and growth in North and South Carolina as well as nationally by helping to deepen host and guest engagement with Shabbat ritual and hospitality and by providing administrative and programmatic support to the OneTable Field Team. Field Specialists are passionate about work focused on community-building, belonging, diversity, equity, and inclusion. As with all OneTable roles, this position is iterative and may evolve over time; Field Specialists are encouraged to make the role their own by also identifying projects they are passionate about.

You will spend your time building relationships, growing Shabbating communities in the Carolinas, supporting growth in other communities without strong Jewish infrastructure, and supporting the organization across departments.

The National Field Specialist (Carolinas) will contribute to OneTable's mission by:

1. Welcoming more people to the Shabbat table and striving to reach ambitious engagement goals
2. Enriching and deepening the Shabbat experience for OneTable users
3. Supporting administrative and programmatic functions of the Field Team

This role is extremely malleable and iterative based on the constantly changing needs of the field, and will evolve over time with input across teams.

Overall Focus Areas include:

- Acquisition of new hosts and guests
- Deepening user experience and relationships
- Stewarding new partnership and sponsorship opportunities in the area
- Connecting participants to other community members and organizations as appropriate - navigating responsibilities of a community concierge
- Administrative tasks
- Understanding the needs of participants in the Carolinas

Specific responsibilities include:

Direct Support for Friday Night Dinner Hosts and Guests (Customer Service/User Experience)

- Support hosts throughout the Carolinas with check-in conversations, answering common questions, suggesting useful resources, platform navigation, etc.
- Support select smaller communities on a regular basis that do not have staff on the ground with the goal of maintaining a robust OneTable presence in those communities
- Welcome new community members as they apply to host with OneTable via video call, email, and/or in-person meetings (vetting, welcoming, providing ongoing one-on-one support)
- Act as a “Shabbat Consultant”, helping users craft their own personal, meaningful, lifelong Shabbat practices
- Work closely with your supervisor to support strategic growth in the Carolinas and other smaller communities

Field Team Support

- Provide coverage for Field Team members as they take PTO and as there are temporary vacancies on the team, ensuring our communities receive consistent and quality support for their Shabbat dinners
- Provide administrative and programmatic support to Field Team members who are preparing for larger events, funder gatherings, presentations, etc.
- Support long and short-term administrative and programmatic projects of the field team

Administrative / Internal:

- Tracking participants’ engagement, dinners and running reports in our Salesforce CRM (you will be trained in Salesforce)
- Dinner management, reviewing and approving dinner descriptions
- Host application management, reviewing and approving host applications
- Tracking and understanding trends in dinner themes and user conversations
- Connecting with hosts and guests through clear written communication

Key Attributes/Skill Set (Must Have):

- **You thrive in the gray area:** This role, in particular, is extremely malleable and iterative based on the needs in the field - building something new and taking ownership of it is exciting to you.
- **You are a well-organized multi-tasker** who thrives in a fast-paced bias-towards-action environment.
- **You are self-driven and determined** and able to reach goals in support of our organizational mission.
- **You are comfortable working independently** while simultaneously recognizing that you are **part of a national organization** with an infrastructure in place to support and guide your work.
- **You love to use data to figure out what is missing and how to make things better and better**, good is never really good enough.
- **You are a dynamic team player** expected to prototype ideas, iterate quickly, and cover for fellow Field team members - being a team player is essentially the job in and of itself.
- **You are strongly connected to the OneTable brand and mission.** You understand our goals, voice, and mission and can imbue that into your 1:1 connections, support with events, and communications across departments.

- **You value clear communication, asking questions, and taking direction** with an understanding that you may be asked to work in different areas or different projects based on the needs of the organization.

Nice to have

- **You know Salesforce or have experience with a similar CRM database.** You can navigate campaigns in individual records. Our administrative motto “if it isn’t in Salesforce, it didn’t happen” is real.

OneTable reserves the right to modify, amend, or revoke any part of this description prior to any employment offer.

Compensation:

The starting salary for this position starts at \$50,000, 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 and most federal holidays.
 - OneTable offices are also closed 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: Candidates must be based in North or South Carolina.

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 a Cover Letter and Resume outlining your interest in OneTable and how your qualifications match the job description.
- 2-3 rounds of interviews with members of the OneTable team.
- Applicants who move forward will be asked to complete a written task and will need to submit writing samples of their past work. 2-3 professional references will also be required.
- There may be additional conversations with colleagues with whom they would be working.

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 the 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 Mizrahi 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.