



### **About OneTable:**

Inspired by ancient Jewish wisdom, **OneTable** is a North American Jewish nonprofit dedicated to community building. In 2014, OneTable was initially created for those aged 21-39ish, to find, share, and enjoy Shabbat dinners, making the most of their Friday nights. Ten years later we have expanded our family of offerings to include Together @OneTable, peer-led Shabbat dinners for older adults, and Powered By OneTable, making our [signature digital platform](#) available to other engagement-oriented organizations. We are more committed than ever to making community-building accessible, inclusive, and meaningful for all—OneTable at a time.

### **JOB DESCRIPTION:**

New York is OneTable's largest hub, with approximately 20% of our user base. The New York Field Manager, a full-time position, will join our New York Team to help oversee OneTable's growth and engagement across all five boroughs. . You will build dynamic relationships with hosts, guests, key stakeholders, as well as complete administrative tasks. As with all OneTable roles, this position is iterative and will evolve over time with input across teams.

The Field Manager will contribute to OneTable's mission by:

1. Welcoming more people to the Shabbat table and striving to reach ambitious engagement goals in the region
2. Enriching and deepening the Shabbat experience for OneTable users
3. Managing administrative functions, including regularly updating OneTable CRM
4. Representing OneTable as an ambassador in the community and nationally

### **Specific responsibilities include:**

#### **Direct Support for Friday Night Dinner Hosts and Guests** (Relationship Building + Customer Service)

- Build new and deepen existing relationships with hosts and guests via phone, email, and/or in-person meetings (vetting, welcoming, providing ongoing one-on-one support and Shabbat coaching).
- Support hosts throughout New York answering common questions, suggesting useful resources, platform navigation, etc.
- Support New York Field Team in implementing a high-touch user engagement strategy across New York and the surrounding geographic region.

#### **Administrative / Internal**

- Track participants, run reports and analyze data in our Salesforce CRM as they move through and access our resources (you will be trained in Salesforce).
- Collaborate with the evaluation team and engage in new strategies, events, and outreach to reach organizational goals.
- Dinner management, reviewing and approving dinner descriptions
- Host application management, reviewing and approving host applications
- Communicate consistently and clearly internally with colleagues via Slack, Zoom, Google Suite, and other tech tools.

## Partnerships / External Relations

- Provide administrative and programmatic support to the New York Field Team with preparing for larger events, funder gatherings, presentations, etc.
- Be out in the community! Attend local events put on by other organizations to meet others, network, and spread brand awareness.
- Connect regularly with users to collect stories to share with key stakeholders including funders, board members, and media outlets.
- Contribute to grant writing and reporting and other funder communications.

## Key Attributes/Skill Set (Must Have):

- **You love to be the host and meet new people.** You can build welcoming spaces and create beautiful tablescapes. You are willing to work some evenings (Fridays, of course) and weekend hours. You are a go-to person for our local events and partnerships, and serve as the educator, trainer, ambassador and cheerleader for local hosts and partners.
- **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, ensuring there is never a boring day!
- **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, larger events and partnership strategy.

## Benefits Package:

The starting salary ranges from \$54,000 - \$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 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 considered a non-exempt position for purposes of state wage-hour law. You will be eligible for overtime pay for hours worked in excess of 40 in a given work week.

**Location: *Candidates must be based in New York City***

**Start Date: Immediately**

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## To Apply:

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

Questions? Email [careers@onetable.org](mailto:careers@onetable.org)

### **Application Process:**

- Review of applications will begin immediately and continue on a rolling basis until the position is filled.
- Submission of Resume and Cover Letter or Short Video (3 minutes or less) 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 that move forward may be asked to complete a written task
- 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 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.