



Position: Part-Time Pittsburgh Hub Manager

Are you passionate about connecting millennials with each other around the dinner table? Are you ready to play a key role in a nonprofit startup organization? Do you thrive in a fast-paced, entrepreneurial environment? Then we are looking for you.

JOB DESCRIPTION

The Pittsburgh Hub Manager is a new, part-time position on the OneTable team, working 10-15 hours a week and reporting to the National Community Manager who is based in DC. The Hub Manager will be responsible for the activation, organization, and continued success of the OneTable model in the greater Pittsburgh area. The position is expected to consistently meet or exceed quarterly and annual benchmarks. The Pittsburgh Hub Manager will work in partnership with the Jewish Federation of Greater Pittsburgh as well as other local partner organizations.

- Recruit, engage and support Shabbat dinner hosts for both intimate in-home dinners and larger ticketed events
- Develop and implement ongoing host support strategy (recruitment and retention strategy) that meets or exceeds target benchmarks; facilitate regular communications (ia in-person meetings, phone calls, e-mail)
- Support hosts in posting and hosting dinners on the OneTable social dining platform
- Manage Shabbat Coaches (consultants who meet 1:1 with dinner hosts);
- Identify potential "Nourishment" options (on demand grocery delivery, prepared food delivery, wine delivery, etc.) ([Click here](#) for more info on how we nourish meals.)
- Attend, mingle and meet people at relevant parties, dinners, and events to gain and provide insight on local trends in community dining (pop-up dinners, events, venues and potential partnership opportunities). You can't be a wallflower at the party.
- Keep up-to-date data management of all records on Salesforce; our philosophy is that if it is not in Salesforce, it did not happen.
- Create, plan, market and run monthly "Nosh:pitality" events for hosts and guests to facilitate hospitality skill-building. (Prior events have included mixology, wine tasting, pickling, challah baking, etc.)

Education and Experience Required:

- Bachelor's Degree
- 2-3 years work experience in community building, young adult engagement, event coordination, partnership management, production and management or customer service preferred

Key Attributes:

- Self-driven and determined to reach goals. You will need to be ambitious, not settle and can think creatively on the spot.
- Well-organized multi-tasker — who doesn't stress out at the drop of a hat. OneTable is fast-paced — no, seriously, we mean it.
- Entrepreneurial spirit, defined as attitude and approach to thinking that actively seeks out change, rather than waiting to adapt to change. It's a mindset that embraces critical questioning, innovation, service and continuous improvement.
- Attention to detail and strong execution skills.
- Excellent public speaking, communication skills, including the art of listening.
- Able to deal with uncertainty.
- Familiarity with donor database management software, especially Salesforce, preferred.

Salary: Negotiable; commensurate with experience

*Note: This is an hourly position with no insurance benefits.

Location: An office will be provided at a co-working space in the greater Pittsburgh area.

ABOUT OneTable

At OneTable, we help people Shabbat together. As an online and in person community, we help people in their 20s and 30s find, enjoy and share Shabbat dinners, make the most of their Friday night and enjoy the best of life together. We make it easy for hosts to welcome people to a Shabbat dinner at home, for guests to enjoy a dinner, and for all to experience unique events for Shabbat dinner out. OneTable launched in New York City in 2014. We're growing fast with staff in NYC, DC, Chicago, San Francisco, Atlanta and the Bay Area and are now coming to Pittsburgh. For more information: onetable.org.

A successful member of the OneTable team has a deep love for Shabbat and food. They have a sense of humor. They understand that relationships are at the core of our work. They are empathetic, creative, hard working, warm, flexible, and team players. When you are part of the OneTable team, we promise you will never be bored.

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

Equal Opportunity Employer:

OneTable provides equal opportunity to all people regardless of race, color, ethnicity, religion, national origin, sex, gender (including pregnancy), sexual orientation, gender identity and expression, body configuration, age, disability, marital status, height, weight, or political belief. This policy applies to all employees and applicants for employment.