

# ONETABLE // Phoenix Community Ambassador (Part-Time)

**About OneTable:** At OneTable, we support 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 evolve in cities across the country, we are looking for strong team members to help us grow our community. For more information: [onetable.org](http://onetable.org).

## **JOB DESCRIPTION:**

The Phoenix Community Ambassador is a NEW part-time position that will support OneTable's work and growth in Phoenix by helping to deepen host and guest engagement with Shabbat ritual and hospitality. Ambassadors 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; Ambassadors are encouraged to make the role their own by identifying projects they are passionate about.

You will spend your time building relationships, getting to know the Phoenix community, welcoming your own community to OneTable, and exploring your own Shabbat practice, while supporting the organization across departments and hosting educational and social events. With the support of your supervisor and cross-departmental support, you will be responsible for the launch of our hub in Phoenix.

## **Overall Focus Areas include:**

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

## **Specific responsibilities include:**

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

- Support hosts throughout the Phoenix area with check-in conversations, answering common questions, suggesting useful resources, etc.
- 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)
- Acting as a "Shabbat Consultant", helping users craft their own personal, meaningful, lifelong Shabbat practices
- Working closely with your supervisor to support strategic growth in Phoenix

### **Administrative / Internal:**

- Tracking participants' engagement and running reports in our Salesforce CRM (you will be trained in Salesforce)
- Dinner management, reviewing and approving dinner descriptions
- Tracking and understanding trends in dinner themes and user conversations

## **Key Attributes/Skill Set:**

- **You pick up new technology quickly.** Our administrative motto “if it isn’t in Salesforce, it didn’t happen” is real.
- **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 the Regional Field Manager.
- **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 are a dynamic team player** who enjoys collaborating with others.
- **You have an open approach to meaning-making** — knowledge of Jewish rituals and traditions is a plus
- **You have a flexible schedule.** 30%-50% of your available hours should be between 9:00-5:00 ET and the remainder of your working hours will be chosen on your own accord and in conversation with the Regional Field Manager.
- **You are a competent and confident written and verbal communicator.**

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### **Benefits Package:**

Compensation for this position is \$20/hr for 10-15 hours/week.

**Location:** *\*The OneTable team is working completely remotely - candidates should be based out of the greater Phoenix area.\**

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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 outlining your interest in OneTable and how your qualifications match the job description
- Applicants that move forward to the first round screening will speak with the Regional Field Manager.
- Applicants that move forward will interview with one of the Directors of Field Operations.

**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, Asian, and Indigenous 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, alienage or citizenship 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.