Regional Field Specialist (DMV [DC, Maryland, Virginia] or Baltimore-based)

OneTable is a North American Jewish nonprofit organization that combines technology and a peer to peer engagement strategy to build community and connection. Through our unique, online gathering platform we empower people to find, share, and enjoy Shabbat dinner, changing their Friday nights into something transformational. We recently celebrated 100,000 dinners.

Our core values oneg/joy, hachnasat orchim/welcoming, and kedusha/elevation inform everything we do. In addition to Shabbat resources for young adults, OneTable now provides direct support to older adults (55+) and offers a customized version of our technology and peer engagement strategy for other organizations seeking to grow organically.

JOB DESCRIPTION:
The Regional Field Specialist is a full-time position on the OneTable team that will support OneTable’s work in the DMV (DC, Maryland, Virginia), Baltimore, and surrounding areas by providing administrative and programmatic support to the OneTable Regional Field Manager (Based in the DMV or Baltimore) helping to deepen host and guest engagement with Shabbat ritual and hospitality. As with all roles at OneTable, the role is iterative based on the needs of the field and what we learn as we dive in together.

The Regional Field Specialist 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 DMV, Baltimore and surrounding areas

Specific responsibilities include:

- Support OneTable hosts in the DMV (DC, Maryland, Virginia), Baltimore, and surrounding areas through dinner management, reviewing and approving dinner descriptions.
- Welcome new community members as they apply to host with OneTable via phone, email, Zoom, and/or in-person meetings (vetting, welcoming, providing ongoing 1-on-1 support)
- Host application management, reviewing and approving host applications.
- Track participants’ engagement and run reports in our Salesforce CRM (you will be trained in Salesforce) as users move through and access our resources.
- Work in partnership with Regional Field Manager to track and understand trends across the DMV, Baltimore, and surrounding areas.

Key Attributes/Skill Set (Must Have):
- You thrive in the gray area: This role in particular is going to be extremely malleable and iterative based on the needs in the field and what we learn as the position begins - building something new 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 are a dynamic team player:** While every role at OneTable has this as a key attribute, it is even more essential in this role as being a team player is essentially the job in and of itself.

**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.

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**Salary and Benefits Package:**
The rate of pay for this position is $48,000/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:**
  o Paid time off (PTO) for personal, sick days, and vacation.
  o The office is closed for all major Jewish holidays, as well as most federal holidays.
  o OneTable offices are also closed the July 4th week and December 25 - January 1.
  o 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 the DMV or Baltimore.*

**Start Date:** Immediately

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