

# ONETABLE // Detroit 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).

Over the past several months the world has changed, and OneTable has shifted along with it, innovating to increase access to Shabbat for all Jewish young adults seeking connection and community in the midst of a global crisis. Participants are hosting **more than ever** before.

## **JOB DESCRIPTION:**

The Community Ambassador is a part-time position that will support OneTable's work in Detroit by helping to deepen host and guest engagement with Shabbat ritual and hospitality. The role will provide administrative support to the regional Field Manager. As with all OneTable roles, this position is iterative and may evolve over time.

You will spend your time building relationships, getting to know the Detroit community, welcoming your own community to OneTable and getting to know your own Shabbat practice, while supporting the organization across departments and hosting occasional educational and social events. You'll also engage in deep training from OneTable staff and international educators, setting you up for success in a variety of fields including non-profit management, professional facilitation, and Jewish communal engagement.

## **Overall Focus Areas include:**

- Acquisition of new hosts and guests
- Deepening User Experience/Practice - help users create personal and meaningful (lifelong) Shabbat practices
- Hosting (virtual) Shabbat events and connect participants to other community members and organizations
- Steward new partnership and sponsorship opportunities in the area
- Understanding the needs of participants in Detroit

## **Specific responsibilities include:**

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

- Support hosts in Detroit through dinner management, reviewing and approving dinner descriptions
- Welcome new community members as they apply to host with OneTable via phone, email, and/or in-person meetings (vetting, welcoming, providing ongoing one-on-one support)

### **Administrative / Internal**

- Track participants and run reports in our Salesforce CRM as they move through and access our resources (you will be trained in Salesforce)

## **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**
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### **Benefits Package:**

Compensation for this position is \$20/hr for 20-25 hours/week. This is a temporary, one-year, position. Detroit-specific work is 10-15 hours, with an additional 10 hours for national OneTable work.

**Location:** *\*Currently, due to the COVID-19 crisis, the OneTable team is working completely remotely - candidates should be in the Metro Detroit 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 Cover Letter outlining your interest in OneTable and how your qualifications match the job description and Resume.
- Applicants that move forward to the first round screening will speak with the regional Field Manager.
- Applicants that move forward will interview with the Director of People and Field Operations.

### **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, 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, 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.