

ONETABLE // New York Field Specialist

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.

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 New York Field Specialist is a new temporary full-time position on the OneTable team that will support OneTable's work in New York by providing administrative and programmatic support to the OneTable New York Field Manager helping to deepen host and guest engagement with Shabbat ritual and hospitality. This role will be built in partnership with the person we hire and the existing Field Manager - it is extremely malleable and iterative based on the needs of the field and what we learn as we dive in together.

Specific responsibilities include:

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

- Support OneTable hosts in New York 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)

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 (Must Have):

- **You thrive in the grey 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.
-

Salary and Benefits Package:

The rate of pay for this position is \$20/hour for 40 hours/week (equivalent to \$41,600/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, flexible spending account, short and long-term disability and life insurance

This position is approved through December 31, 2021 and will be re-evaluated based on the budget and needs of OneTable. Recent college graduates are encouraged to apply.

Location: **Currently, due to the COVID-19 crisis, the OneTable team is working completely remotely - resources to set up a home office will be provided**

Start Date: As soon as possible

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

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 will interview with a member of the OneTable Hiring team
- There may be additional conversations with colleagues with whom they would be working.

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.