

ONETABLE // Seattle Community Ambassador + National 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 year the world has changed, and OneTable has shifted along with it, innovating to increase access to Shabbat for young adults seeking connection and community in the midst of a global crisis. Participants are hosting **more than ever** before, and looking for support to build a practice that is rooted, elevated, and personally meaningful.

JOB DESCRIPTION:

The Seattle Community Ambassador + National Field Specialist hybrid role is a new, full-time, year-long position, tailored to strengthen and deepen engagement in OneTable's scaled-to-fit hubs, while at the same time creating comprehensive efficiency and support for OneTable's overall growth. In this position, 25-40% of your time will be focused on working as the local Seattle Community Ambassador, with the other 60-75% offering support to OneTable's Field team as the National Field Specialist.

The Community Ambassador is a part-time position (powered by the Jewish Federation of Greater Seattle in partnership with Jconnect Seattle, a program of Hillel UW) that will support OneTable's work and growth in Seattle by helping to deepen host and guest engagement with Shabbat ritual and hospitality. The role will provide administrative and strategic programmatic support to the regional Field Manager. 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 getting to know the Seattle community, welcoming your own community to OneTable, and exploring your own Shabbat practice, while hosting occasional Friday night educational and social events. You'll also engage in deep training alongside 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.

The National Field Specialist is a part-time position that will support OneTable's work nationally by providing administrative and programmatic support to the OneTable Field team helping to deepen host and guest engagement with Shabbat ritual and hospitality. This particular role is extremely malleable and iterative based on the changing needs of the Field and what we learn as we continue to grow nationally.

Overall Focus Areas include:

- Acquisition of new hosts and guests
- Deepening user experience and relationships
- Hosting Shabbat events (virtual and outdoor, physically-distant, as it feels safe to do so)

- 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 local participants
- Responding to the needs of the Field team nationwide, including dinner review, calling hosts, scheduling meetings, and other administrative supportive tasks that positively impact the efficiency of the organization.

Specific responsibilities include:

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

- Support OneTable hosts both locally and nationally 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 the Cascadia Field Manager to support strategic growth in the region

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
- Collaborating and liaising across OneTable departments, including Nourishment, Research, Development, Communications, and the Field.

Partnerships / External Relations

- Act as the face of OneTable with Seattle donors, partners, users and at national conferences in the area
- With the support and guidance of the Regional Field Manager, plan and execute larger events (e.g. Shabbat dinners, OneTable Live programming, and Nosh:pitalities) and ensure post-event engagement where opportunity arises.
- Steward new partnership and sponsorship opportunities in the area
- Connect regularly with users to collect stories to share with funders
- Contribute to grant writing and reporting and other funder communications

Key Attributes/Skill Set:

- **You pick up new technology quickly.** You know Salesforce or have experience with a similar CRM database. 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 as well as the Field team as a whole.
- **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 thrive in the grey area:** This hybrid role is extremely malleable and iterative based on the needs in the field - building something new is exciting to you.

Benefits Package:

- Compensation for this position is \$20/hr for 40 hours/week (equivalent to \$41,600/annually). This is a year-long position 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

Location: **The OneTable team is working completely remotely - candidates should be based out of Seattle.**

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 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.