

# ONETABLE // East Bay 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](http://onetable.org).

## **JOB DESCRIPTION:**

The East Bay Field Specialist is a new full-time position that will support OneTable's work and growth in the East Bay 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. Field Specialists 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; Field Specialists are encouraged to make the role their own by also identifying projects they are passionate about.

You will spend your time building relationships, getting to know the East Bay community, welcoming your own community to OneTable, and exploring your own Shabbat practice, while supporting the organization across departments and hosting occasional 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.

## **Overall Focus Areas include:**

- Acquisition of new hosts and guests
- Deepening user experience and relationships
- Hosting Shabbat events (virtual and in person, as it feels safe to do so)
- Connecting participants to other community members and organizations as appropriate - navigating responsibilities of a community concierge
- Administrative tasks
- Stewarding new partnership and sponsorship opportunities in the area
- Understanding the needs of participants in the East Bay

## **Specific responsibilities include:**

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

- Support hosts throughout the East Bay Area and greater Bay Area with check-in conversations, answering common questions, suggesting useful resources, platform navigation, 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 Bay Area Field Manager to support strategic growth in the region
- Support connections with local business in the East Bay for Shabbat Dinners

### **External Relations:**

- Seek and connect potential partners with the Bay Area Field Manager and field team

- Represent OneTable at partner events
- Participate in ongoing relational engagement trainings and practice, doing quarterly grant reporting

**Administrative / Internal:**

- Tracking participants' engagement, dinners 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
- Connecting with hosts and guests through clear written communication

**Key Attributes/Skill Set:**

- **You are a well-organized multi-tasker** who thrives in a fast-paced bias-towards-action environment
- **You pick up new technology quickly.** Our administrative motto "if it isn't in Salesforce, it didn't happen" is real
- **You are able to express yourself clearly through written communication**
- **You are able to independently plan and craft steps** to achieve short term and long term goals
- **You are self-driven and determined** and able to reach goals in support of the Bay Area 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

**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 \$45,760/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
- Paid for all office holidays/closures + 10 days PTO
  - The OneTable offices are closed for July 4th week and the week between Christmas and New Years

**Start Date: Immediately**

**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 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, 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.