

Schedule "A"

Position Description of Assistant Rabbi

Beth Tzedec Congregation is a vibrant multi-generational *kehillah* providing members with a place for prayer, spiritual guidance and growth, observance of life-cycle events, lifelong learning, social and cultural programs and opportunities for *tikkun olam*, improving the world. A key strategy of Beth Tzedec in achieving this mission is warm and welcoming spiritual leadership team who are inclusive community builders able to design and deliver meaningful and relevant prayer services, life-cycle events and programs that inspire people to connect to Judaism.

Reporting to the Sr. Rabbi, the Assistant Rabbi is expected to model and teach Jewish values and culture, and be personally engaged within our larger community through smaller, caring communities, including, but not limited to teens, college students and family engagement. This position is a partner in designing and leading our religious, educational and communal activities.

Teen, College Students and Family Engagement (70%)

- Using community organizing skills develop personal relationships with up to 200 people in these cohorts.
- Create, improve, implement and evaluate regular religious (Shabbat and Holiday), educational and cultural programs and experiences for these groups.
- Lead congregational school and teen programs.
- Mentor, coach and supervise teen, college student and family engagement staff (2 FTE) and volunteers.
- Support lay committees.
- Develop and maintain budgets to achieve programmatic objectives.
- Coordinate with staff and lay leaders to devise action plans to support, evaluate, and promote teen, college student and family engagement around Beth Tzedec's vision, mission, values and goals.
- Prepare and or curate content and content resources.
- Establish close ties with partner organizations and people.
- Personally meet or ensure the meeting of the pastoral needs of Beth Tzedec's teens, college students and family engagement group leaders and participants as they arise.

Rabbinic Duties (20%)

- Share rabbinic duties with spiritual leadership team including, but not limited to, leading services, planning holiday experiences, covering *minyanim*, teaching, preaching, pastoral care and life-cycle events. (Though shared, this may also include a specific cohort focus.)

Other Responsibilities (10%)

- Collaborate with senior rabbi, senior management team and senior lay leadership in setting, leading and evaluating the overall vision, mission and values of Beth Tzedec.

- Carry out personal administrative tasks such as communications, reporting and maintain records for data analysis and convenience of successive leaders.
- Engage in internal and external activities that further develop and deliver the mission, vision and values of Beth Tzedec as agreed to with the Sr. Rabbi and lay leadership.
- Other duties that may arise and be agreed to.

Specific Competencies:

- Jewish living *dugma*, role model, according to the practices of Conservative Judaism as defined by the Sr. Rabbi.
- Relational – is able to engage and relate to other people in an authentic, empathetic and meaningful way.
- Community-based organizing skills.
- Collaborative – is a team player and is capable to build lay and professional teams around affinity interests and passions of community members.
- Self-starter – is able to take a set of goals and metrics and design and implement his or her own plan to achieve them.
- Excellent written and oral communicator.
- Competent social media skills so he or she is able to engage people via Facebook, Twitter, Instagram, Snapchat, and etc.
- Master teacher with deep knowledge of Jewish religious texts, practices, life-cycle and prayer to be able to teach, lead and participate in congregational religious and educational programming.
- Data driven – is able to record key facts and information about our relationships into our data base and sort and analyze that data for increased excellence and growth of the program and its impact on participants.
- Able to work evenings, Shabbat, holidays and weekends.
- Willing to travel to visit college campuses and engage students where they are.

Qualifications:

- Rabbinic ordination from a recognized Seminary.
- Certificate or equivalent in Community-Based Organizing.
- Masters Degree in Education preferred.
- Two (2) years experience in a congregational setting or related field.