



romemu
JEWISH LIFE ELEVATED

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Job Title:	Partner and Producer, Romemu Brooklyn
Job Description Are you someone who likes designing, planning and implementing events from conception to completion? Are you impeccably organized? Are you a person who has been successful in creating authentic community? And would you find it motivating to know you were a key player in building a Jewish spiritual community in Brownstone Brooklyn that is joy-based and contemplative, ecstatic and reverential, connected to our tradition, yet open to truth, wherever it is found?	
ABOUT US Romemu, a Jewish Spiritual community and institute with a growing national and international presence has added its' first official satellite location inside Brownstone Brooklyn. Starting with a parlor meeting led by Founding Rabbi & CEO David Ingber in February 2017, and building to a very successful inaugural High Holy Days in 2018, followed by our twice-monthly services, Romemu Brooklyn is demonstrating that there's broad interest and curiosity about what Romemu can become in a second location and that there is a solid core of people already deeply dedicated to its success. The Partner & Producer of Romemu Brooklyn is the critical missing piece to harness all of the local energy and support our sustainable growth.	
Job Purpose: Overall, you'll hold the birds-eye view of all pieces of all Romemu Brooklyn programs and initiatives while also ensuring they're being executed by you and/or the appropriate team members, lay leaders and/or volunteers.	
Reporting Structure: Romemu Brooklyn's Partner and Producer reports to the Executive Director	
Roles and Responsibilities: <ul style="list-style-type: none">• Provide oversight and assessment of on-site and remote Romemu Brooklyn Programs and events; constantly look for and implement improvements.• Produce all bi-monthly Shabbat and seasonal Holiday services, which includes everything from overall event coordination to contracting and coordinating vendors, ordering supplies, coordination of print outs, and more (in collaboration with team members). You will be the onsite event coordinator who ensures excellence in operations and hospitality for the community.• Grow and deepen our community through relationship building, volunteer recruitment and management, developing programs at the appropriate pace (neither too much or too little for the community), and meeting the needs of our adults and families.	

- Provide oversight of our Bmitzvah program which includes program development, management, liaising with families, and new member recruitment.
- Serve as a connection between Romemu Brooklyn and Romemu Manhattan.
- Source the space to help us find our BK "home" for services that meets our needs. In this, you'll also establish ongoing relationships with local vendors, churches, and other event spaces in Brooklyn for Romemu Brooklyn for current and future needs.
- Coordinate and partner with Romemu Brooklyn lay leaders and Clergy.
- Represent Romemu BK as a responsive, bright, and enthusiastic first point of contact for community members and lay leaders alike about any and all things Romemu BK – some you'll answer yourself and some you'll direct to team members. You will keep track of all requests and outstanding issues, and be dogged about replying and circling back on open threads– especially to community members! You are the "customer service" rep for Romemu BK and you're committed to ensuring everyone feels heard.
- Ensure Romemu Brooklyn communications and marketing are written, planned, and sent and/or posted according to a set schedule and as opportunities arise, in collaboration with team members.
- Ensure the Romemu Brooklyn's website and mailing list are always up to date.
- Submit Romemu Brooklyn's invoices for payment and track RB's budget.
- Develop and enhance processes, tools, and templates to create turn-key program logistics and operations.

Qualifications

- A schedule that allows you to work on Jewish holidays as well as 1-2 Friday nights, 1-2 Saturday nights and 1-2 Sundays a month (and an interest in flex time M-F so you can schedule around anything else that currently keeps you busy)
- A Rabbinical Degree, a degree in Jewish Education (formal or informal), a relevant college degree (like social work, business, social psychology, etc.) or you are on your way to having one of the above degrees
- A resident of (or interest and ability to move into) Brooklyn--since community building is a key part of this job...and it will be a whole lot easier and more fun to be a local among locals
- The ability to use Google apps, Asana, Salesforce and web page editors (and/or to quickly learn and adapt to using new apps and tech systems)
- A start-up mentality where no task is too big or too small, and isn't afraid of "the buck stopping with you"
- A "can-do" attitude, customer-service mindset, entrepreneurial spirit and drive to problem solve to resolution
- An unequivocal love for children of all ages and an ability to consider how children are incorporated into the fold of a spiritual community. And an enjoyment of working with adults, too
- Excellent written and verbal communication skills
- Relevant prior experience

Before you apply for this position, please make sure that your qualifications align with the job requirements. We recommend that you take a look at the Romemu website, www.romemu.org, prior to applying.

To Apply:	Qualified candidates should send a cover letter and resume to recruitment@romemu.org
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