



# KAPLEN JCC on the Palisades

Kaplen JCC on the Palisades, Taub Campus, 411 E. Clinton Avenue, Tenafly, NJ 07670

[www.jccotp.org](http://www.jccotp.org)

**JOB TITLE:** Jewish Family Engagement Coordinator

**SUPERVISOR:** Miriam Pedler

**STATUS:** Full Time, Benefits Eligible

If you are interested in being part of a warm and welcoming professional team focused on ensuring a place of belonging and delivering excellent opportunities to its members and the community, come join our team. The Kaplen JCC on the Palisades (Kaplen JCC) is seeking a professional who enjoys building Jewish community and wants to be a driving force in creating Jewish identity among families with children.

## **KAPLEN JCC ON THE PALISADES**

The Kaplen JCC is a welcoming home away from home for all who pass through its doors in Tenafly, NJ and for the wider community. We are a leading nonprofit, charitable organization deeply rooted in Jewish values and tradition, and are a vibrant and welcoming home for the Jewish People. We are a place that welcomes all, cultivating the social, intellectual, physical, and spiritual well-being of the entire community. We are a strength-based organization and pride ourselves on our inclusive and welcoming workplace that celebrates the diversity of our employees. We stress a supportive environment in which people are treated with appreciation and respect and positioned to do their best work every day. Our vision is to be the center point of Jewish life in our community and to engage all generations in our mission and values. We serve 3,000+ membership units and over 750,000 people each year in our 200,000 square foot building and acres of outdoor grounds and facilities.

## **POSITION OVERVIEW**

We are seeking a creative and enthusiastic person to build Jewish community for families in the Bergen East area and connect with Jewish organizations for the purpose of strengthening Jewish identity. This position operates as part of the Early Childhood team and is responsible for meeting the growing needs of young families seeking Jewish engagement expanding our engagement reach. The Jewish Family Engagement Coordinator will actively identify, welcome, connect, and engage families raising Jewish children from our greater catchment area and will leverage the hundreds of JCC families, ECC families and 1800 PJ families already to strengthen connections among them and to the community. And, from this base, will grow the outreach and connection to the thousands of families seeking Jewish connection.

## **RESPONSIBILITIES AND OPPORTUNITIES**

- ✧ Intentionally plan, reflect on, and evaluate family engagement initiatives and family forward events
- ✧ Oversee Parent Connectors and ensure optimizing engagement and connections
- ✧ Engage and connect the identified families raising Jewish children to create interpersonal connection and community ties
- ✧ Actively reach out to find and welcome new families raising Jewish children
- ✧ Design opportunities for families to develop relationships with one another
- ✧ Offer high quality, low barrier and inclusive Jewish experiences
- ✧ Connect families with Jewish organizations and opportunities for ongoing learning and community building
- ✧ Partner with Jewish institutions throughout the region
- ✧ Empower parents to take the lead in their family's Jewish life
- ✧ Maintain regular communication including monthly newsletter
- ✧ Manage PJ Library Bergen East database, communication, budget, reporting, data, social media, etc.
- ✧ Direct contact with Harold Grinspoon Foundation and optimize HGF offerings: cohorts, conference, grants, pilot programs, reporting, etc.
- ✧ Maintain PJ Library Bergen East Facebook group and other social media
- ✧ Actively reach out to find and welcome new families raising Jewish children.
- ✧ Work in tandem with JCC departments to support family engagement initiatives and family forward events.

## **QUALIFICATIONS & SPECIALIZED SKILLS**

- ✧ Ability to personally connect relationally with diverse groups of individuals.
- ✧ Ability to work independently on strategic initiatives and manage details.
- ✧ Ability to work collaboratively with all segments of the local and National Jewish community.
- ✧ Excellent communication (written, oral, and social media) and organizational skills.
- ✧ Strong computer literacy is recommended.
- ✧ Development and/or Programming experience is preferred.
- ✧ Should have an understanding of the greater Jewish Community in the Bergen East area and associated Jewish agencies.
- ✧ Familiarity with JCC and its programs is beneficial.

## **SALARY RANGE**

\$65,000-\$70,000

## **BENEFITS**

Complimentary JCC family or Individual membership  
employee discounts on all programs, services and events  
Generous paid time off, paid floating federal holidays, paid Jewish holidays  
Health and dental insurance  
403b employer contribution  
FSA/HSA options  
Life insurance

long-term disability

This job description is not intended to be all-inclusive, and the Jewish Family Engagement Coordinator will also perform other reasonably related business duties as assigned by its supervisor or other management, as required. The Kaplen JCC reserves the right to revise or change job duties as needs arise. This job description does not constitute a written or implied contract of employment. The Kaplen JCC is proud to be an equal opportunity employer. In keeping with our Jewish values, we are dedicated to a policy of nondiscrimination in employment on the basis of race, religion, color, sex, sexual orientation, gender identity or expression, national origin, age, marital status, citizenship, veteran's status, physical or mental disability that does not prohibit the performance of essential job functions (with or without reasonable accommodation) or any other basis protected by federal, or applicable, state or local law. We welcome everyone interested in our mission to join us. If you require accommodation, please contact us and we will make every effort to meet your needs.

Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply for jobs unless they meet every single qualification. At the Kaplen JCC, we are dedicated to building a diverse, inclusive, and authentic workplace, so if you're excited about these roles but your past experience doesn't align perfectly with every qualification noted above, we encourage you to apply. You may be just the right candidate for this or other positions.

**TO APPLY**

Please contact Miriam Pedler at [mpedler@jccotp.org](mailto:mpedler@jccotp.org)