



Makom Community
2401 Washington Avenue
Philadelphia, PA 19146
Communications Associate & Part-Time Educator
Full-Time
www.makomcommunity.org

Makom Community is looking for a communications professional who is ready to take their next step. They need to be creative, well written, detail oriented, and a self-motivated teammate who is passionate about communications and being in relationship with co-workers and kiddos.

Primary Responsibilities

- 1. Be the central point for communications from Makom Community 60%**
 - a. Strategically write, execute, and manage our communications calendar that includes email campaigns, social media posts, blogs, and video content creation
 - b. Create and execute email campaigns
 - i. Send 2-4 emails a week, and 6 emails a week during our three fundraising campaigns during the year
 - c. Write and post social media posts on Facebook and Instagram daily
 - d. Create graphics and video content about our Learning Lab
 - e. Update and maintain our website
 - f. Ensure our brand standards are consistent
 - g. Drive the Makom Blog to have weekly posts
 - h. Organize and curate our photo collection
 - i. Draft mass SMS messages and input into Remind for sending
 - j. Perform data entry of emails and phone numbers between our database, Mailchimp, and Remind text messaging platform
- 2. Be a part-time Jewish Educator in Makom Community's Learning Lab 40%**
 - a. Prepare and teach daily in Makom Community's Learning Lab
 - i. Model and support the importance of deep and communal learning that invites curiosity and learner growth

- ii. Facilitate small group activities
- iii. Notice and respond to learner's needs and behaviors being active throughout program time
- iv. Engage throughout programming as a role model
- v. Embrace flexibility about what classroom or age group you're working with
- vi. Maintain classroom procedures and expectations
- vii. Teach daily in Jewish Enrichment, which runs Monday through Friday from 3-6pm
 1. See our calendar for Jewish Holidays and other school closures.
<https://makomcommunity.org/about-makom/calendar/>
- viii. Pick students up by walking or public transit daily from an area elementary school; walk up to two miles round trip in temperatures between 15F and 105F
- ix. Build strong relationships with students and families
- x. Maintain Makom Community's culture of intentionality, empathy, and listening deeply to children and their adults
- xi. Help facilitate Family Programming throughout the year:
 1. Staff 5-6 Friday evening dinners or weekday evening learning showcases until 8:00pm
 2. Staff 1-2 Saturday morning or evening commitments.
 3. Staff a prayer service and celebration the morning of the first day of Rosh Hashanah
- xii. **Required within 30 days of hire:** Maintain all appropriate background checks: PA State Police, PA Child Abuse History, and FBI fingerprinting

Supporters & Collaborators

- You will have regular supervision with the Director of Strategy for your communications portfolio where you will set goals for your own learning and growth and check in with them regularly.
- You will have supervision with the Assistant Director of the Learning Lab for your part-time educator responsibilities.
- You will collaborate with:
 - Our Assistant Director of the Learning Lab for all communications to our Jewish Enrichment families
 - Our Makom Making Project Manager, Executive Director and Founder, and Director of Strategy for our Makom Making national communication
 - Our educator team for content and blog writing

Makom Community: A Learning Lab and Leader in the field of Jewish Education

Makom Community is a Jewish Learning Lab that creates family-centered Jewish experiences. At Makom we take the practice of self-reflection and iteration in the classroom seriously, and this is the foundation on which we collect research data in our Learning Lab. This research is then used to strengthen our unique pedagogy of [Jewish Placemaking](#). We then train and support Jewish educators across North America in bringing Jewish Placemaking to their home communities.

At Makom we offer Monday-Friday high-quality Jewish education as after school enrichment for children in K-12th grade. Jewish holidays, text, Hebrew, and Jewish prayer are integrated into our daily time together. We welcome the excitement of children. We strive to create an environment where it is safe for parents to learn alongside their children. We cultivate fluency and comfort in Jewish tradition through our joyful youth and family experiences. Makom is committed to building a Jewish community that is open to anyone who wants to engage with Jewish traditions alongside their family, and then use the foundation of community to create a more just world.

Salary Range & Start Date

\$55,000-60,000, seeking a quick start for this opportunity

Benefits

- Health Insurance (50% covered by Makom Community) and Dental Insurance (100% covered)
- 403(b) retirement account
- Up to 2 mornings (Thursday and Friday) per week available to work from home per our work from home policy
- 3 weeks paid time off and 1 week sick leave
 - 10 days paid time off and 5 days sick leave available during the school year by approval, with at least 2 weeks advance notice, available beginning 60 days from start date.
 - 5 days paid when our office is closed at the end of June
- Office closed for Jewish holidays, except the first day of Rosh Hashanah
- Funding available for professional development
- Supportive team environment
- Room to grow in this role and on our team

Makom Community is an Equal Opportunity Employer. We welcome employees and prospective employees without regard to race, religion, national origin, gender, age, disability, marital status, gender identity or expression, sexual orientation or veteran status.

How to apply:

Please submit a cover letter, resume, and a communications portfolio that shows how you are a storyteller to apply@makomcommunity.org. The portfolio ideally includes a past email campaign, an example of a Facebook campaign, and a copy you have written for a program's promotional material.