



Zoom Technician

About Malkhut:

Malkhut is a 10-year-old progressive Jewish spiritual community in Western Queens, NY led by Rabbi Rachel Goldenberg. We meet in rental spaces in Jackson Heights and Long Island City and draw participants from Astoria, Sunnyside, and Woodside as well.

Malkhut's mission is to build a creative, progressive, intergenerational Jewish community in Western Queens, open to all who wish to practice Jewish spirituality through contemplative prayer, vibrant music, spacious meditation, and interactive study, in service of cultivating more compassion, lovingkindness and peace in our own lives, our neighborhoods, and in the world.

Our vision is to build an open, inclusive community of spiritual seekers, especially for those who may not have found a home in more conventional religious settings, including Jewish individuals of all ages, families with kids, interfaith couples, Jews of color, LGBTQ folks, and curious seekers.

Job Description: Part-Time Zoom Technician:

Malkhut's Zoom Technician will take responsibility for all aspects of Malkhut's Zoom Shabbat services, Purim, and other events as needed. Malkhut Zooms one Kabbalat Shabbat on the 2nd Friday night of the month in LIC, and one Shabbat Morning on the 3rd Saturday of the month in Jackson Heights (see dates below). The Zoom Technician reports to the Director of Operations and Advancement.

Responsibilities include:

- Store Malkhut's audio/visual equipment at home, bring it back and forth to respective venue, set up/break down the equipment
- Host Zoom, manage attendees, act as a Malkhut presence in the chat, drop links as needed
- Keep track of Zoom attendance
- Note: links are created by Malkhut admin staff

Important dates:

- Friday Nights (in LIC):
 - September 4
 - October 9
 - November 13
 - December 11
 - January 8

- February 12
- March 12
- April 9
- May 14
- June 11
- Saturday Mornings (in Jackson Heights):
 - November 21
 - December 19
 - January 16
 - February 20
 - March 20
 - April 17
 - May 15
 - June 19
- Purim:
 - March 22
- Other events as needed

Hours & compensation

- ~5-6 hours/month on average
- Paid hourly as a contractor, and will submit invoices monthly
- Rate: \$25/hour

Qualifications

- Live in or near Western Queens
- Experience with Zoom, A/V technology
- Experience with remote moderation a plus

Women, LGBTQ individuals, people of color, and individuals with disabilities are strongly encouraged to apply.

No one ever meets 100% of the qualifications of any job.

We encourage you to apply if you feel that most qualifications reflect your experience and expertise.

If interested in Malkhut's *Zoom Technician* position, please send your resume and cover letter (as attachments) to: hiring@malkhutqueens.org

Please include the job title you're applying for in the subject line.