

Part Time Southern Maine Hillel Director Job Description

Objective: The Southern Maine Hillel (SMH), a program of the Jewish Community Alliance of Southern Maine (JCA), seeks an energetic, outgoing and engaging Director to be a Jewish presence at the University of Southern Maine, University of New England, Maine College of Art, Southern Maine Community College and the Salt Institute for Documentary Studies - to reach out to students and connect them in meaningful ways to Jewish life and to participate in campus life as a Jewish voice. The SMH is affiliated with Hillel International, whose mission is to enrich the lives of Jewish students so that they may enrich the Jewish people and the world.

1. Outreach and engagement

- a. Develop one-on-one relationships with Jewish students by meeting them where they are – in person, via email and social media. Prepare and disseminate materials publicizing events and recruit student participation (e.g. fliers, brochure and other outreach).
- b. Develop key relationships with professionals from the university's student life programs, helping to ensure a positive position of the Hillel in the university landscape as well as facilitating partnerships in the planning and actualization of programs and activities.
- c. Host a presence or table at welcome fairs on each campus.
- d. Encourage Jewish and curious non-Jewish students, faculty and staff to participate in meaningful Jewish experiences.
- e. Facilitate a fall Sukkah event, a Shabbat experience and a spring Passover event.
- f. Recruit for and potentially staff immersion experiences, such as Taglit-Birthright Israel and/or Alternative Breaks.
- g. Address anti-Semitism and anti-Israel related events on campus in an official capacity as a liaison to campus administrators, the Anti-Defamation League and the greater local Jewish community.

2. Planning and Initiative Implementation

- a. Work cooperatively and collaboratively with the Hillel Advisory Committee, student leaders, and the Religious and Spiritual Life Committee at USM to develop opportunities for ongoing relationships with students.
- b. Maintain records of attendance, program evaluation and finances.
- c. Write solicitation letters, semester reports, holiday greetings and thank you notes to donors.

3. Supervision and Professional Growth

- a. Participate in monthly supervision with the Program Director at the JCA.
- b. Attend monthly meetings with the Religious and Spiritual Life Committee at USM.
- c. Utilize the experience and guidance of the Hillel Advisory Committee.
- d. Participate in the Hillel Director Institute at Washington University in St. Louis, August 5 - 9, 2015.

We expect a local, well-organized and motivated Director can perform the tasks required in approximately 200 hours, an average, about 5 hours per week from August through May. The **stipend** is \$3,000 per year, paid in bi-monthly installments and may increase based on performance and annual fundraising success. All approved out of pocket and travel expenses will be reimbursed. Additional benefit: JCA sponsored Jewish adult learning opportunities are available at no cost to the director.

The JCA does not discriminate on the basis of race, color, religion, sex, age, national origin, citizenship, disability, sexual orientation or other protected category. Applications from students are welcome.

For more information or to apply, send a letter of interest, a resume, and contact information from at least one reference of a leader in a Jewish organization and one work reference from a current or former employer to fsilverman@mainejewish.org. **Application deadline: June 30, 2015.**