



Family Engagement Officer, Jewish Grandparents Initiative

Overview and History:

The Jewish Federation of Palm Beach County (JFPBC) is a 501(c)3 nonprofit organization dedicated to transforming, inspiring, and saving lives in the Palm Beaches and 70 countries worldwide. Each year, JFPBC inspires thousands of community members to contribute, volunteer, and participate in programs that generate more than \$50 million, creating a powerful impact in the community. Working every day to improve the lives of Jewish people, JFPBC funds 13 agencies and programs in the Palm Beaches and around the world to strengthen the social service network for all, build a strong and inclusive Jewish community, and provide help to those struggling through adversity.

JFPBC seeks a Family Engagement Officer, Jewish Grandparents Initiative (JGI) to: (1) support Jewish grandparents in their Jewish learning and living; (2) connect them with other Jewish grandparents; and (3) empower them to share and create Jewish experiences within their intergenerational families. Partnerships with our allied agencies and synagogues will be critical to the overall success of this initiative. In addition, this initiative incorporates a close collaboration with the Jewish Grandparent Network and other Jewish Federations and non-profits.

Essential Duties and Responsibilities:

- Assists with devising a strategy for the new Jewish Grandparents Initiative.
- Engages, collaborates, and coordinates with the Jewish Grandparents Network drawing on their extensive knowledge and resources to jumpstart this initiative.
- Collaborates with JCC professionals to develop and implement programs, identifies resources to provide to attendees, and employs ongoing engagement strategies.
- Assists with defining operational initiatives to achieve the goal of engaging and supporting Jewish grandparents living in our community.
- Gathers data to track the progress of engagement initiatives and report on progress and challenges to the team.
- Sets up coffee dates to establish relationships with lay leaders and grandparents in our community and learn from their wants, needs, and experiences.
- Creates and recommends guidelines, templates, and procedures to provide a framework for successful operations of the Jewish Grandparents Initiative.
- Collaborates with other members of the Family Engagement Team as we roll out the new strategic vision for family engagement.

Compensation and Benefits:

In addition to a competitive salary, JFPBC currently offers the following benefits:

- A portion of medical and dental premiums are Federation-paid.
- 100% of vision premiums are Federation-paid.
- Federation contributions toward HSA accounts.
- Federation-paid Life/AD&D policy.
- Federation-paid long-term disability (LTD) insurance.
- Medical and dependent-care Flexible Spending Accounts (FSA).
- Hybrid work schedule.
- Professional development and training opportunities.
- Paid vacation and sick leave.
- Generous paid holiday schedule

Position Summary

Posted: February 2024

FLSA Designation: Exempt

Full/Part-Time: Full-time

Qualifications and Success Factors:

- Associate degree required, preference for bachelor degree or greater.
- Two or more years' experience in community engagement, volunteer management or similar role or equivalent combination of relevant education, experience and skills required.
- Passionate about family engagement and exploring fresh approaches to engaging and supporting Jewish grandparents in our community.
- Excellent written and verbal communication skills required.
- Strong knowledge of basic office computing, including MS Office (Outlook, Word, Excel, PowerPoint, Teams), Zoom and basic database skills required.
- Ability to build strong relationships with partners and to generate excitement as a community convener.
- Ability to work independently and cooperatively within a team.
- Active contributor to team goals and initiatives.
- Takes initiative, incubates new ideas, takes risks, is adaptable, and can multi-task.
- Flexible and able to deal with change and a busy workload, prioritize workload and work with minimal supervision.
- Identifies best practices and fresh ideas for the JGI.
- Must be able to work off-shift hours including nights and weekends, as needed.
- Must be able to work a minimum of three (3) events annually.

Apply online via JFPBC's [Career's page](#), or email resume and cover letter to: HRrsvp@jewishpalmbeach.org

JFPBC strongly encourages applications from individuals with varied identities and backgrounds. As an equal opportunity employer, all individuals are encouraged to apply without regard to race, color, religion, age, disability, national origin, gender, sexual orientation, marital status, ancestry, genetic information, medical condition, veteran status, financial status, or any other class protected under federal, state, or local laws.