

# JEWISH LIFE EVENTS MANAGER

Sixth & I is seeking a full-time **Jewish Life Events Manager**, reporting to the Director of Jewish Life, to manage the execution of our wide array of programs and community-building endeavors designed with those in their 20s and 30s in mind.

This position offers a flexible schedule for remote work, but must be located in the Washington, DC area to facilitate events-driven on-site work in addition to two in-office days per week.

## ESSENTIAL DUTIES & RESPONSIBILITIES:

### Programming:

- Support Jewish Life programming as needed under the management of the Director of Jewish Life by executing consistent and creative programs that help push forth the mission and vision of Jewish Life at Sixth & I.
- Plan, coordinate logistics for, and either directly execute or provide the appropriate direction and support so that others can successfully execute recurring Sixth & I Shabbat services. Act as on-site lead staff for two to three Shabbat services per month.
- Play a significant support role in High Holiday programming including, but not limited to, serving as the on-site building captain for one of the High Holiday service locations. Under the direction of the Director of Jewish Life, coordinate across departments to manage logistics related to production elements for each service.
- Manage all other holiday programming at Sixth & I.
- Contribute to Jewish Life Team development of new community engagement programs and provide subsequent event management support for their successful execution.
- Serve as Jewish Life Team liaison in Shared Services meetings year-round.
- Serve as main point of contact for production vendors.
- Other duties as assigned.

### Systems Improvement:

- In consultation with the Director of Jewish Life, develop new or streamline existing procedures for program management and execution.
- Collect event survey feedback and other constituent data to inform and enhance relationship building and team decision-making.

### Community Building:

- Provide excellent customer service to all event attendees and connect them with appropriate contacts on Jewish Life Team for follow-up.
- Manage Jewish Life Ambassador program, including designing and hosting an annual training, recruiting and screening applicants, scheduling and communicating shift information, and evaluating individual volunteers as well as overall program to identify areas of improvement.



## WHO YOU ARE:

- **Knowledgeable and resourceful.** You have a minimum of 2-4 years of relevant professional experience in event planning or project management. You have proven success working in fast-paced live event environments, exercising considerable judgement, and troubleshooting on your feet.
- **Detail-oriented.** You have a keen attention to detail and can efficiently multitask.
- **Highly motivated.** You're a self-starter who knows how to turn ideas into reality.
- **Customer service oriented.** You understand the importance of and are committed to providing a high standard of customer service when engaging with patrons, program partners, and other stakeholders.
- **Team player.** You enjoy a collaborative work environment and are passionate about being part of a team-oriented, mission-driven organizational culture.
- **Committed to growth.** You operate with a growth mindset, are receptive to feedback, and seek to understand different perspectives.
- Able to stand for long periods of time, lift up to 25 pounds, and walk up and down stairs without accommodation.

## SALARY & BENEFITS:

- **Salary:** Sixth & I has a comprehensive pay equity philosophy which weighs years of experience at a particular job level and competency to determine an equitable salary within our organization. This role sits in Sixth & I's Level 2 salary band with a starting salary of \$62,500.
- **FLSA Status:** Exempt
- **Benefits:** Sixth & I has a competitive benefits package that includes Health, Vision and Dental Insurance, Paid Vacation and Sick Leave, Retirement Savings w/ Matching Program, Pre-tax Transit Benefit, Paid Holidays, Parental Leave and more. In addition to regular vacation time and summer Fridays, our office is closed the week of July 4th and between Christmas and New Year's, as well as for select Jewish holidays.

## HOW TO APPLY:

Applications will be accepted on a rolling basis with a deadline of Friday, May 10. To apply, please send a cover letter and resume to [jobs@sixthandi.org](mailto:jobs@sixthandi.org) with your name and "Jewish Life Events Manager" in the subject line. No phone calls or emails please. Candidates will be contacted if there is an opportunity to be interviewed by Monday, May 13. The anticipated new hire for this position will start on July 15.

*Sixth & I is an equal employment opportunity employer. Systemic inequities in hiring have caused many women, people of color, and LGBTQ+ people to apply to jobs only if they meet 100% of the qualifications. If you don't have all of the qualifications listed but are extremely organized, passionate about our mission, and believe you have applicable and transferable skills from other industries, we encourage you to apply for this job.*

## WHAT IS SIXTH & I?

Sixth & I is a center for arts, entertainment, ideas, and Jewish life in Washington, DC. We inspire more meaningful and fulfilling lives through an unexpected mix of experiences that embrace the multi-faceted identities of those we serve. Housed within a revitalized historic synagogue dating back to 1908 in the heart of the Nation's Capital, Sixth & I reimagines how culture, community, and Jewish life can enhance people's

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everyday lives. Across wide-ranging, thought-provoking, and accessible experiences, we celebrate the unexpected intersections between culture and spirituality and, in so doing, expand our sense of what's sacred.