



Footsteps Community Engagement Associate Job Description

Job Title: Community Engagement Associate
Reports to: Director of Community Engagement
Position Type: Full Time, Non-Exempt

Organizational Overview

[Footsteps](#) supports and affirms individuals and families who have left, or are contemplating leaving, insular ultra-Orthodox Jewish communities in their quest to lead self-determined lives. We provide crucial peer and professional resources and support as people embrace the challenge to redefine their identities and build new communities. Footsteps nurtures a network of individuals so that they not only survive in their new world, but thrive. Since Footsteps' founding in 2003, the organization has served nearly 2,000 individuals, and in 2022, we expect our budget to reach over \$4 million.

This past year and a half has been a pivotal time for Footsteps. While we were already seeing a steady amount of growth pre-COVID-19, the pandemic and economic downturn forced us to develop creative strategies to support members and staff as we provide the highest quality care for our hard-hit and growing community. This is both an exciting and critical time to join the Footsteps team as we continue to build out our internal structures and capacity to meet the expanding needs of this community.

We are committed to promoting an equitable, safe, and welcoming environment for our members and staff. Footsteps values a culture of respect and inclusive community: honoring personal choice, different sets of beliefs, and diverse lifestyles that promote individuals' rights to determine the course of their own lives.

Position Overview:

Footsteps seeks an organized and resourceful individual to serve as the organization's Community Engagement Associate. As a critical member of the organization, you will work across departments to ensure that our programs run smoothly and efficiently and meet Footsteps members' needs. You will provide administrative support to the Footsteps Micro-grant program, bring creative energy and organizational wizardry to Community Engagement events and groups, and ensure that key programs are captured in our database.

Job responsibilities include:

- Coordinate virtual, in-person and hybrid community events and convenings, including: Celebrating You, Footsteps Retreat, ThanksDinner, the Winter Party, Art Show, Holiday Potlucks, and Field Building Convenings/Conferences
- Serve as the key point person on all micro-grants; manage member communicate and distribution of funds
- Collaborate with the Director of Community Engagement to design new data collection methods to evaluate program impact
- Liaise with vendors, developing and maintaining professional working relationships
- Provide guidance and support to other program departments in running programs that support members and create a sense of community
- Ensure data capture and documentation in Salesforce, assist in pulling reports
- Represent Footsteps to supporters and at public education events as needed
- Staff 2-4 evening and/or weekend programs at Footsteps each month

Qualifications:

- Commitment to and passion for Footsteps' mission and values
- 1 year of relevant or transferable experience
- Excellent organizational skills and impeccable attention to detail
- Sound judgement and the ability to exercise discretion with confidential information
- Motivated self-starter with the ability to work independently and collaboratively
- Comfort working in a fast-paced, growing organization with tight deadlines and shifting priorities
- Skillful communicator with ability to manage up and across various parts of the organization
- Demonstrated ability to anticipate problems, find opportunities and improve systems with a solutions-oriented mindset, flexibility and optimism
- Ability to work occasional late evenings or weekend
- Proficiency in Microsoft Office Suite, including Word, Excel, and PowerPoint. Knowledge of Salesforce, a plus

Location: New York City, Temporarily Remote

Start Date: November 2021

Salary: \$50,000-\$55,000

COVID update: All staff are required to be vaccinated and are required to wear masks while in the office. The office is currently closed to members and visitors, and all program offerings and services are happening remotely or outdoors.

How to Apply:

Please send your resume and cover letter to opportunities@footstepsorg.org and indicate your name and "Community Engagement Associate" in the subject line. **We will be reviewing applications on a rolling basis, so we encourage you to apply soon.**

Team + Benefits:

You will be joining an amazing team of passionate, mission-driven colleagues. We offer a competitive benefits package that includes: 10 vacation days in the first year; 12 paid holidays; 5 sick days; 5 personal days; summer Fridays; four weeks of paid parental leave in the first year; health, dental, and vision insurance; 3% match for IRA retirement plan; flexible spending accounts for health care and transit; and a professional development stipend.

In recent years Footsteps has further deepened its commitment to Diversity, Equity, and Inclusion. We understand that each individual brings a unique and important perspective to the work. This is often complex and allows us to grow as an institution and as people.

Footsteps is an equal opportunity employer. Immigrants, people of color, formerly ultra-Orthodox individuals, LGBTQIA people, people with disabilities, and people who come from poor and working-class backgrounds are strongly encouraged to apply. Footsteps does not discriminate on the basis of race, color, religion, sexual orientation, gender identity or expression, national origin, age, disability, marital or veteran status, or any other legally protected status.

We thank you for your interest in career opportunities with Footsteps. Due to high volume, only those candidates selected for an interview will be contacted.