CJE Special Needs Community Connector Job Description:

Job Title: Macks Center for Jewish Education Community Connector
Department: Disability and Inclusion
Reports to: Director of Disability and Inclusion
No. of Hours: 5 hours per week

The Macks Center for Jewish Education is a nonprofit organization and plays a pivotal role in strengthening Baltimore’s Jewish community and shaping its future.

CJE Mission Statement: The Macks Center for Jewish Education promotes and facilitates lifelong learning that nurtures Jewish identity and strengthens Jewish community.

Position Summary: The objective of this position is to find and subsequently connect families raising Jewish children with special needs to each other and to Jewish life. The connector will use the PJ library database, social media, CJE events and personal networks to identify families raising Jewish children with special needs. The connector will offer ongoing, low-barrier programming such as Shabbat in the park or in home playdates. The connector will build relationships with the families and provide resources, community experiences and/or create opportunities that are relevant and of interest to families. The candidate should be self-motivated and able to work independently as well as part of a team.

Essential Duties and Responsibilities include the following. Other duties may be assigned.
- Recruit families to participate in community building experiences
- Develop and build relationships with parents of children with special needs
- Track information, interests and interactions with parents and families
- Provide support and information to families looking for resources and programming
- Plan and implement gatherings/experiences that parents are seeking
- Participate in monthly calls/check-ins with the Director of Educational Engagement
- Participate in annual evaluation sessions, trainings and closing celebration

Qualifications/Basic Job Requirements:
- Parent of a child with a disability
- Flexible availability
- Personal investment and/or interest in Jewish living
- Friendly and outgoing

Experience and Skills:
- Superb interpersonal, time management and organizational skills
- Ability to work independently and as part of a team
- Experience working with families preferred
- Proficiency in Microsoft Word, Excel, email and internet
- Strong attention to detail, meet deadlines and follow up in a timely fashion
- Able to represent the CJE in a professional manner at all times
- Sensitivity to the needs of families of all levels of affiliation
- Basic knowledge of Jewish life/living