

JOB DESCRIPTION

Position Title: PJ Library Ambassador

Program Area: PJ Library

Hours: approx 20 Hours per month

The PJ Library Ambassadors are parents who are energized by strengthening the Jewish connections in their community and love sharing this enthusiasm with others. Ambassadors may or may not be affiliated with Jewish institutions but are engaged in their Jewish community and have a passion for building relationships and exploring Jewish life. Ambassadors will be tasked with building and maintaining meaningful relationships with families raising Jewish children in their neighborhood within the Greater Pittsburgh area. Ambassadors will also focus on building partnerships with other Jewish and child-friendly organizations.

Ambassadors are paid a monthly stipend of \$480 per month from September through June to support high-quality family engagement. This flexible, part-time position offers the opportunity to welcome and connect with Pittsburgh's diverse Jewish community.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Plan at least one meaningful experience each month that is connected to an element of Jewish values, ritual, or history, and that is inspired by the needs and desires of the families being served. PJ Library families have children from infants to 8 years old. PJ Our Way continues up until age 12.
- Participate in ongoing professional development including regular manager meetings and monthly team meetings designed to support the Ambassador's role in the community
- Deepen individual relationships with families through 1:1 phone calls, virtual or in-person meet-ups, and emails. Primary focus will be placed on newly enrolled PJ Library families.
- Assist in the marketing of PJ Library community events by creating and distributing promotional materials to support the events that you are running. Ambassadors should be comfortable using a variety of platforms, including email, Zoom, Canva, etc.
- Provide support to at least one PJ Library Core program or fellow Ambassador program as needed.
- Serve as a "concierge" of Jewish experiences for the community by sharing knowledge of diverse Jewish experiences in their area.
- Leverage relationships with community members, businesses, and Jewish institutions to support ongoing efforts to enroll eligible families in PJ Library and PJ Our Way
- Maintain database to document engagement and outreach efforts.
- Serve as an ambassador of PJ Library at large. Understanding that PJ Library in Pittsburgh is a joint project of the Jewish Federation of Greater Pittsburgh and the JCC of Greater Pittsburgh, PJ Ambassadors are also ambassadors of those two institutions. As such, PJ Ambassadors professionally represent both organizations in their interactions with community members.

Must be able to obtain Act 33/34 Clearances

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Name	Date

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Betsy Jaye PJ Library Coordinator for Pittsburgh	Date