



## **Program Manager, Mikveh**

*Part-time position (30 hours/week); Six-month position (January – June) with an opportunity to extend position; On-site in Newton, MA (Greater Boston area); Seek to fill position ASAP preferably January 2025*

### **About Mayyim Hayyim**

[Mayyim Hayyim Living Waters Community Mikveh and Paula Brody & Family Education Center](#) is a vibrant center for spirituality and learning at the forefront of Jewish ritual innovation and pluralism. We're making the ancient Jewish practice of mikveh (ritual immersion) more open and accessible to the full spectrum of the contemporary Jewish community. In addition to operating a community mikveh in Boston where we facilitate immersion experiences, develop, and test out innovative new rituals, we're bringing engaging, experiential educational programs to individuals and organizations across the country, and building the burgeoning field of Open Mikveh by supporting mikveh projects around the world through our Rising Tide Open Waters Mikveh Network.

### **About the role**

The Mikveh Manager is responsible for implementing all aspects of the Boston mikveh services and operations, ensuring that immersions are facilitated with dignity and respect, and to the highest standards. They do this by helping the community schedule appointments; working alongside volunteer Mikveh Guides; serving as a Mikveh Guide; and by working with operational staff to ensure the mikveh has needed supplies, is well-maintained, and looks beautiful. They are vital to the guest experience as an important face of the organization and relationship-builder with guests, volunteers, and our Greater Boston Jewish community. One evening shift as a Mikveh Guide required and occasional Sundays strongly preferred.

### **About you**

You love hosting and hospitality; you care deeply about making people feel welcome, comfortable, and supported. You pay close attention to details and understand how those seemingly small details contribute powerfully to the impact of the guest mikveh experience and the deeper meaning of our work. You're a natural relationship builder who loves working with people; at the same time, you are also comfortable with technology and effective at managing back-end scheduling and logistical details. You thrive with self-directed work and are excited about being a part of a small but mighty team that works together to make Mayyim Hayyim a place that serves our community with excellence. You are flexible, pivot easily, and are ready to roll up your sleeves to get things done. You care deeply about pluralistic Judaism and are excited about the opportunity to make Jewish ritual inclusive and accessible and you appreciate the role that customer service plays in making that mission come alive. You are excited to work in an innovative setting that is rooted in the community.

*Mayyim Hayyim explicitly seeks to build a diverse staff and candidates from communities who have been marginalized are particularly encouraged to apply.*

## About the team

You will be joining a staff of four. We work hard and set high expectations for ourselves. We celebrate joyous occasions and take care of each other when times get tough. We care about making the Jewish world more accessible and inclusive.

You'll report to the Director of Programs & Partnerships and be part of our 3-person Programs team.

## The Details

*Job Responsibilities may include:*

- About 60-75% - Perform mikveh operations and support Mikveh Guides
  - Coordinate appointments and mikveh scheduling
    - Use tech tools like our Salesforce database and Calendly scheduling software
    - Communicate by phone and email with guests, clergy, and other community members
  - Support volunteer Mikveh Guides
    - Answer volunteers' questions about appointments, rituals, and the physical mikveh
  - Ensure mikveh upkeep
    - Partner with volunteers, administrative staff, and custodian to manage supply inventory and identify needed repairs
    - Ensure cleanliness and organization of mikveh area, including helping with laundry and tidying
- About 20-25% - Serve as a Mikveh Guide
  - Facilitate ritual immersions for guests
  - Provide tours to prospective guests
  - One evening shift per week and occasional Sundays for this work
- About 10% - General and program administration
  - Work with administrative staff to ensure proper record-keeping and invoice fulfillment
  - Participate in staff meetings and retreats, and support organizational advancement by helping the fundraising and communications staff share appropriate stories about immersions
- Other tasks as needed

*Essential skills/qualifications (must-haves):*

- Experience coordinating programs or appointments, working with groups of people, or working in an office environment



- Impeccable organization skills
- Excellent computer skills and the ability to learn new software quickly, including experience with databases
- Strong communication skills, possessing an ability to write and speak with sensitivity and warmth
- Ability to maintain confidentiality with sensitive information
- Passion for Mayyim Hayyim's mission

*Preferred skills/qualifications (nice-to-haves)*

- Experience working with volunteers or a team of people
- Specific experience with Salesforce and Calendly

## **Compensation**

Pay: \$32 per hour

Benefits include:

- 5 vacation days after 3 months of employment
- 2 personal days and 6 sick days
- Federal holidays off
- All Jewish holidays plus 3pm office closure on erev Yom Tov, flexible leave early for Shabbat policies
- Flexible hours that can accommodate caretaking schedule

## **Location & Hours**

This position is available to Boston-based candidates. This is an on-site role. Mayyim Hayyim is not able to sponsor work visas at this time. Staff offices are up 1-2 flights of stairs.

This position entails work on Fridays, some evenings and occasional work on Sundays in addition to being available on rare occasions by phone in urgent situations after-hours. Mayyim Hayyim is committed to supporting staff well-being, including ensuring appropriate working hours, work/life separation, and dedicated time away from work.

Mayyim Hayyim employees must be up to date with COVID-19 vaccinations, with allowances for medical exemptions.

## **About the process**

To apply, please submit a resume and cover letter (combined document, PDF only) to [jobs@mayyimhayyim.org](mailto:jobs@mayyimhayyim.org).



We will accept applications on a rolling basis. Review will begin December 2<sup>nd</sup>, 2024. To ensure your resume receives review, please apply by December 16<sup>th</sup>, 2024.