



Operations Assistant, Organic Torah

Organic Torah is hiring an Operations Assistant for part-time work starting ASAP, to support our communications and outreach, membership program, project management, and more. The ideal candidate will be excited about our mission, have experience with the Jewish sustainability field and non-profit operations, and be competent with a number of software systems.

About Us: Organic Torah integrates ancient Jewish wisdom with new directions in modern thought such as ecological and systems thinking which emphasize networks of relationship, context and patterns of connection. This new approach to Jewish texts focuses on their patterns, recovers their organic vibrancy, and opens them up so that we can see their relevance to modern lives. Organic Torah works to spread understanding of this new synthesis between old and new through publications, our membership program, workshops and more. Learn more at organictorah.org.

Location: Organic Torah is based in Boston, but you could work from anywhere, although the Boston area or East Coast would be preferable. You would provide your own workspace and computer.

Hours: Approximately 4-5 hours per week, with a very flexible schedule.

Compensation: \$30/hour. This is a contractor position without benefits.

Start Date: We are looking for someone to start ASAP, but there is some flexibility within a few weeks.

Duties:

- **Communications:** Update Organic Torah's website and our Facebook page. We have a web developer who does the major work on the WordPress website, but you would be creating or updating pages, adding to the calendar, and making sure the format and layout stay consistent and attractive. You would also run our general email inbox.
- **Database:** Responsible for our constituent database, which is managed using Little Green Light, a CRM similar to Salesforce. Including: adding new contacts and members, recording donations and sending acknowledgements, managing e-list subscriptions and unsubscribes, generating reports, and creating forms for downloading content. *This is the most specialized skill of this position, so experience with CRM software would make for a stronger application.*

- **Newsletter:** Format our biweekly newsletter in the ConstantContact template, write content or promotional language, and send using integration with LittleGreenLight database.
- **Task Management:** Keep track of the status of many ongoing projects, and help Rabbi Margalit keep his task list current and organized.
- **Fundraising:** May include working on grant applications, tracking relationships with donors and foundations, and overseeing social media fundraising campaigns.
- **General Support:** We are a young organization with a lean staff, so your tasks may shift depending on the season or new needs. Examples of short-term tasks have included preparing for board meetings, web research, editing audio and video files of webinars, answering questions from prospective members, and looking for mission-aligned events. You will be consulted on decisions within the organizations, such as how to structure the membership offerings, and can lead on decisions about running the back-end IT infrastructure. There is also some space to tailor the work to the person and grow within the position, such as taking more of a lead on fundraising, depending on the person and our funding.

Desired Skills:

- Collaborative team player with good communication skills, especially writing public-facing promotional language
- Highly organized and self-motivated
- Experience with the Jewish sustainability field, or generally with small and/or Jewish non-profits. A strong personal network in this space would be a plus.
- We use the following programs: WordPress, ConstantContact, Little Green Light, PayPal, Zoom, plus Facebook and Google Suite (Drive, Calendar, Mail). Professional experience with these or similar software would be a plus.

To apply:

Please send your resume to organictorah@gmail.com, along with a short statement about why you are interested in the position and your relevant experience. A paragraph in an email is fine – no need to write a cover letter. If you seem like a good fit, we'll be in touch to set up a conversation.