



Community Impact Associate

Who We Are & Why We Exist

At the Minneapolis Jewish Federation, we believe in the power of community. Our mission is to build vibrant Jewish life, care for the welfare of Jews everywhere, and maximize participation in Jewish life both locally and globally. As a central resource for Jewish communal planning and convening, we work every day to create a welcoming, supportive, and impactful environment where everyone can find their place and make a difference.

Position:

TITLE	Community Impact Associate
FUNCTIONAL AREA	Community Impact Department
REPORTS TO	Chief Impact Officer
STATUS	20 Hours – in office at our St Louis Park location
Salary	\$23-\$25/hour

Why You'll Love Working With Us

Even in a part-time role (20 hours/week), you are a vital part of our mission-driven team. Here is what you can expect when you join us:

- **Purpose-Driven Work:** Every project, event, and administrative task you support directly impacts Jewish life in Minneapolis and around the world.
- **A Collaborative, Warm Culture:** You will work alongside passionate, kind, and supportive professionals who care about your growth and our community's success.
- **Direct Mentorship & Growth:** Reporting directly to our Chief Impact Officer, you will get a masterclass in communal planning, philanthropy, and international engagement. This is a rare opportunity to build high-level non-profit skills and establish a strong network in the communal sector.

The Role: What You'll Do

As our Community Impact Associate, you will be the administrative and logistical engine of our Community Impact Department. Reporting directly to the Chief Impact Officer, you will ensure our community planning, Israel engagement, and global experiences run seamlessly.



On a weekly basis, you will:

- Coordinate the logistics, registration, and scheduling for key MJF initiatives, global experience programs, and community events.
- **Strengthen Community Relations:** Build and maintain warm relationships with partner agencies, local synagogues, volunteers, and key stakeholders.
- **Manage Critical Information:** Track community program data, manage databases (such as Salesforce), and generate reports to help us measure our collective impact.
- **Support Grants & Scholarships:** Coordinate the documentation, tracking, and record-keeping for vital community funding requests and scholarship allocations.

What You Bring

We are looking for an organized, detail-oriented, and community-minded professional. You'll be a great fit if you have:

- **A Passion for the Mission:** Familiarity with or a strong interest in Israel engagement, global Jewish experiences, and building local Jewish community.
- **Exceptional Administrative Skills:** Experience coordinating logistics, events, or programs in a nonprofit or professional setting, with a sharp eye for detail.
- **Tech Savviness:** Strong skills in Microsoft Office (especially Excel) and comfort learning databases (prior experience with Salesforce is a major plus!).
- **A Collaborative Mindset:** Cultural competency, adaptability, and the ability to communicate warmly and effectively with diverse community members.
- **Flexibility:** The availability to work 20 hours a week, including occasional evenings or weekends for special events. Additional duties may be added as needed.
- *An Associate's or Bachelor's degree (or equivalent life/professional experience) is preferred, but we value skills, drive, and heart above all else.*

Please send resume and cover letter to Lisa Michalik at lmichalik@jewishminneapolis.org