



Associate, Harry Kay Center for Leadership Excellence

Organization: Minneapolis Jewish Federation

Department: Harry Kay Center for Leadership Excellence

Reports To: Director, Harry Kay Center for Leadership Excellence

Status: Part-Time Exempt

The Harry Kay Center for Leadership Excellence (HKCLE) develops, convenes, and inspires Jewish leaders who are shaping the future of Jewish life in Minnesota and beyond. Through the Harry Kay Leadership Institute (HKLI), Alumni Network (HKAN) mentoring opportunities, and community partnerships, Harry Kay participants contribute to the building of vibrant, resilient Jewish communities in the Twin Cities, strengthening their own and our communities' connections to Jewish peoplehood and to Israel.

The Associate position is a dynamic support role that serves as the operational backbone for Twin Cities Jewish lay leadership development initiatives. Reporting to the Director of the HKCLE, this position provides essential administrative, logistical, and programmatic support for the Harry Kay Leadership Institute, Harry Kay Alumni Network, missions, immersive experiences, and community engagement activities.

Who You Are

The ideal candidate is highly organized, collaborative, and able to manage multiple priorities simultaneously. You are comfortable working independently and as part of a team, and with first-time volunteers as well as long-time community leaders, including clergy and executives. You are enthusiastic about building and strengthening Jewish community. You possess excellent verbal and written communication skills, have attention to detail, and excellent follow-through. You are committed to the mission and values of the Minneapolis Jewish Federation and the St. Paul Jewish Federation.

Position Qualifications

- Minimum 4–6 years of professional experience in administration, program coordination, project management, event planning, or related fields.
- Bachelor's Degree preferred.
- Demonstrated strong organizational/project management skills (including but not limited to event planning, logistics support, program implementation, and evaluation).
- Ability to handle competing priorities and deadlines in a fast-paced environment.
- Excellent verbal, written, presentation, and customer service skills.
- Experience working with volunteers and volunteer management.
- Knowledge of Jewish communal life and Jewish organizations in the Twin Cities, North America, and Israel preferred.
- Proficiency with Microsoft Office Suite, including Excel, Word, Outlook, PowerPoint, and Teams.
- Knowledge of Adobe Creative Suite preferred.
- Proficiency with Zoom and other online meeting platforms.
- Ability to learn and adapt to new technologies.
- Sound judgment and discretion when handling sensitive participant, donor, and financial information.
- Willingness to attend night and weekend meetings, and to staff overseas trips.

Job details

- 20 hours a week, flexible schedule available
- Hybrid / office at the Barry Family Campus
- Salary \$37,100 to \$39,500/annual

Key Areas of Responsibility

Harry Kay Leadership Institute (HKLI)

- Provide comprehensive administrative and logistical support for all aspects of the Harry Kay Leadership Institute.
- Coordinate participant recruitment processes, nominations, applications, interviews, and enrollment tracking.
- Manage participant communications throughout the program lifecycle.
- Prepare session materials, participant packets, evaluations, and program resources.
- Coordinate meeting spaces, catering, transportation, presenters, speakers, facilitators, and vendors.
- Maintain accurate participant records, program data, and evaluation metrics.
- Support faculty, facilitators, volunteer leaders, and community stakeholders throughout the program year

Harry Kay Alumni Network (HKAN)

- Coordinate and execute alumni programs including the large-scale annual Harry Kay Leadership Summit, salons, reunions, networking events, mentoring opportunities, and other educational offerings.
- Maintain regular communication with alumni, including the establishment of an online alumni network.
- Track alumni engagement, volunteer involvement, committee participation, and leadership placements.
- Support strategies that strengthen the pipeline of Jewish communal leadership across generations.

Retreats and Immersive Experiences

- Coordinate logistics and provide on-site staffing for weekend retreats and community leadership gatherings.
- Staff domestic and international leadership experiences as needed.
- Assist with travel arrangements, rooming lists, registration, vendor management, and participant communications.
- Ensure a high-quality participant experience before, during, and after immersive programs.

Administration, Data Management, and Events

- Maintain organizational systems, databases, calendars, and records.
- Support budgeting, invoice processing, expense tracking, and vendor management.
- Develop and maintain strong working relationships with internal and external partners.
- Maintain accurate records within Excel, Salesforce CRM, and other organizational systems.
- Track participation, leadership outcomes, community impact metrics, and program engagement.
- Generate reports and dashboards to support evaluation, planning, and strategic decision-making.

Physical and Schedule Requirements

- Ability to work occasional evenings and weekends for HKLI sessions, retreats, alumni events, missions, and community programs.
- Ability to travel domestically and internationally as required to support leadership programs and missions.
- Ability to staff weekend retreats and overseas trips as needed.
- Ability to lift and transport program materials and supplies for events when needed.

To apply, please send resume and cover letter to: lmichalik@jewishminneapolis.org