

Rabbinic Assistant and Strategist

Job Title	Rabbinic Assistant and Strategist
Reports To	CBST Scholar-in-Residence
Directly Supervises	N/A
Employment Status	Non-Exempt/Part Time
Date	December 18, 2024
Physical Requirements	Employee will need to sit for long periods of time for computer work. Employee will need to lift up to 25 lbs for materials and program

About CBST:

Congregation Beit Simchat Torah is a spiritual home for people of all sexual orientations and gender identities. Passionate, provocative, and deeply Jewish, our community engages in spirited debate and activism: rejoicing in diversity, denouncing social injustice wherever it exists, and striving for civil rights for all people.

Job Summary:

The Rabbinic Assistant and Strategist will work closely with CBST's Scholar-in-Residence, Rabbi Moskowitz, to enhance his impact within the broader Jewish community, as well as within the CBST community. This role involves strategic research, communications, and thought partnership to further the rabbi's outreach, engagement, and presence across various platforms.

Key Responsibilities:

Research and Outreach

- Research and identify opportunities for Rabbi Moskowitz to deepen his impact, such as exploring Jewish book fairs, gender studies and interfaith conferences, and academic settings where he could attend or speak.
- Assist in identifying, planning, and promoting opportunities for Rabbi Moskowitz to participate in Shabbat and holidays in other Jewish communities and synagogues.

Communications

- Serve as a liaison between communications and program teams and Rabbi Moskowitz, managing requests related to class descriptions, class recordings, meetings with groups, donors, etc.

- Help integrate Rabbi Moskowitz more effectively into CBST programming, ensuring smooth workflow and communication between him and other departments.

Thought Partnership and Content

- Collaborate with Rabbi Moskowitz on future projects and potential article topics.
- Support Rabbi Moskowitz in managing his online presence and professional social media platforms, increasing his reach and engagement.
- Expand Rabbi Moskowitz's impact by exploring additional platforms, including radio, print media, and podcasts.

Qualifications:

- In-depth knowledge of Judaism, Jewish tradition, and LGBT+ Jewish life.
- Strong attention to detail with the ability to manage multiple tasks and priorities.
- Passion for *tikkun olam* (repairing the world) and social justice.
- Strong problem-solving and project management skills.
- Excellent communication and organizational skills.

Schedule:

This is a part-time position, requiring 15 hours per week, with flexible scheduling.

Location:

This hybrid position requires working on site at CBST's building in Manhattan's north Chelsea Neighborhood (West 30 Street, between 6 and 7 Avenues) for some of the weekly schedule.

Compensation: \$20-\$25, commensurate with experience

To Apply: Send resume and cover letter to: rabbimoskowitz@cbst.org

Equal Opportunity Employment:

Our Congregation benefits from clergy, rabbinical and cantorial interns from the Reconstructionist, Conservative, Orthodox, and Reform movements of Judaism. Our staff and lay leaders bring a diversity of backgrounds, expertise, and experience to the community. Together, we take pride in our work and in the strong community we lead, learn with, and support. Apply now and become part of our mission- driven and vibrant community.

CBST is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.