

Job Description Associate Director, New England Jewish Labor Committee

The New England Jewish Labor Committee, part of the national Jewish Labor Committee, acts as the voice of labor in the Jewish community and as a voice for the Jewish community in organized labor. Our work includes community engagement, labor solidarity actions, educational programming, coalition building, and our annual Labor Seder. We are looking for an energetic leader to add to our capacity, and help us develop an exciting new program for early career Jewish people in New England.

This position will be split roughly into 3 categories: Administration, Engagement, and Program Development, each constituting roughly one-third of the job's responsibilities. In addition to working in strategic partnership with the Executive Director, the Associate Director will report to the Executive Director and board co-chairs.

The board and ED are a collegial group who value diverse viewpoints, critical thinking, and civil discourse in advancing our shared mission. We are seeking an organizer as much as an administrator, someone who understands how to bring people together in a way that makes the whole greater than the sum of its parts.

Administration and Thought Partnership

In coordination with the Executive Director, the Associate Director will assist with tracking engagement and development, fundraising, developing and organizing contact lists (constant contact, salesforce, google suite), staffing committees, and strategic planning.

Outreach, Engagement, and Events

Partner with the board and Executive Director to organize and execute our annual Labor Seder (a unique interfaith and inter-community awards dinner that ties the stories and rituals of Passover to contemporary labor struggles), organize regular young worker and community engagement events, and organize and support labor solidarity actions (strikes, picket lines, antisemitism trainings, etc). The Associate Director will also assist the ED with board engagement and other campaigns as they arise.

Develop the NEJLC Organizer Training Institute

[Please see the attached draft program proposal](#)

The goal of the Organizer Training Institute (OTI) is to train Jewish young adults in the skills and processes of labor organizing; we aim to grow progressive Jewish communities and contribute to progressive labor movement by connecting the practical work of organizing for a better world to Jewish tradition and history in the US labor movement and beyond. The Associate Director will be responsible for updating and developing the OTI program proposal, with a goal of launching our first cohort in 2026. Tasks will include establishing and working closely with advisory committees, developing curricula, recruiting trainers, and fundraising. This aspect of the job will require significant relationship building with representatives of both the Jewish community and organized labor.

This is a **hybrid position** with hours to be determined in conversation with the ED. There will be a minimum requirement of 1 day/week in-person at a location in the Greater Boston area. **Compensation will be salaried \$55,000/year on an annual contract, with a 3 month discernment period after which a healthcare stipend will be offered.** Other benefits include a flexible work schedule and generous PTO.

The ideal candidate will:

Be well organized; have excellent written and verbal communication skills; be familiar with the Labor and/or Jewish institutional landscapes of New England; be a creative and strategic thinker; have knowledge of, or experience with, the basic skills of community and labor organizing; work well independently and as part of a team.

Desired Experience

Teaching, training, curriculum development; event planning; experience working with young adults; volunteer recruitment and management; community and/or labor organizing; constant contact, salesforce, google and microsoft office suite; basic website development; social media skills; developing and/or managing a complex project with many moving pieces.

Additional Requirements

Willingness to occasionally travel within the region (with advance notice); in possession of a reliable means of transportation; willingness to work variable hours as needed; ability to work a hybrid schedule; strong social skills; ability to work across differences and hold open a broad tent; eager to take ownership over a new project.

Interested candidates should email their resume and a cover letter to NewEngalndJLC@JewishLabor.org. Please feel free to contact us with any questions. Applications will be accepted on a rolling basis, the position will be open until filled.