



Rising Tide Gathering 2023 Event Coordinator

Temporary Position: Mid-June through the end of October, 2023

Part-time: Average of 15 hours/week; up to 20 hours/week

Remote: Any location in the U.S.

Compensation: \$23/hour

Priority Application Date: Monday, March 27

About Mayyim Hayyim & the Rising Tide Open Waters Mikveh Network

Mayyim Hayyim Living Waters Community Mikveh and Paula Brody & Family Education Center is a vibrant center for spirituality and learning at the forefront of Jewish ritual innovation and pluralism. We're making the ancient Jewish practice of mikveh (ritual immersion) more open and accessible to the full spectrum of the contemporary Jewish community. In addition to operating a community mikveh in Boston, we're bringing engaging, experiential educational programs to individuals and organizations across the country, and building the burgeoning field of Open Mikveh by supporting mikveh projects around the world.

The Rising Tide Network was founded to inspire, strengthen, and support individuals and communities in opening the doors to the mikveh, making the experience as inclusive and accessible as possible. We believe that providing for the spiritual needs of the full diversity of the Jewish people will help create a more vibrant, welcoming, and inclusive community for all. Our network is committed to fostering and strengthening open mikva'ot all over the United States, and indeed around the world, so that no Jew has to travel far to experience everything that the mikveh experience offers. Learn more at www.risingtideopenwaters.org

About the Position

Mayyim Hayyim is seeking a creative, highly organized, and experienced event coordinator who will lead the planning and day-of coordination for the 2023 Rising Tide Gathering.

The 2023 Rising Tide Gathering is a virtual convening on October 24 & 25, 2023 from 12:00 – 4:15pm ET. This hallmark event brings together 100+ Jewish lay leaders, professionals, clergy, students, funders, volunteers, and educators from around the world who are working to make mikveh inclusive and accessible to everyone in the Jewish community. [Learn more about the event here.](#)

This is a temporary position while the Director of Rising Tide is on parental leave, with planned overlap at the start of the role for training and a smooth hand-off. The major event program details, agenda, speaker schedule, communication templates, and platforms will be developed prior to the start of this position. The Event Coordinator will lead the coordination and implementation of the program plan, including day-of.

Position Responsibilities:

- Coordination of Speakers, Awardees, Sponsors, and Vendors: Gather all necessary materials and information from speakers, awardees, sponsors, and vendors. Provide detailed information, timely notifications, and responsive communication.
- Event Promotion and Recruitment: Collaborate with the Mayyim Hayyim Communications Manager to implement a robust, creative promotional plan. This may include gathering social media content from speakers, sending targeted invitations to certain audiences, drafting content about the event in e-newsletters, etc.
- Management of Online Event Platform Tools: This virtual event utilizes online platforms like Gather.Town, Google sites, Salesforce, and Zoom. The Event Coordinator will update the Participant Portal webpage, manage and communicate Zoom room logistics, organize presentation slides, and oversee a smooth technology experience for participants.
- Event Participant Communication: With the support of communication templates, share important event information with participants through email.
- Planning & Coordination of Day-Of Responsibilities: Anticipate day-of needs, create a detailed coordination plan, and collaborate with the full Mayyim Hayyim staff to delegate roles for full event coverage.
- Other Emerging Event-Related Tasks as Needed

You are a great fit for this role if you...

- Have significant experience planning and facilitating online events and/or conferences.
- Are a detailed planner who can anticipate needs, delegate roles, communicate clearly, and create new infrastructure for a smooth and successful event.
- Have strong written and verbal communication skills.
- Are comfortable with remote work. You are highly organized and able to manage multiple active projects simultaneously. You are punctual with deadlines and able to self-manage workflow tasks and timelines.
- Are nimble to shift between working independently and collaborating with a remote team.
- Are a creative problem solver with capacity to respond calmly to unanticipated day-of needs during the event.
- Have fluency in and/or capacity to learn online event platforms and tools, such as Zoom, Google Sites, Salesforce, and Gather.Town.
- Feel aligned with the Rising Tide Network's [core values](#).
- Are interested in ritual, Jewish communal life and learning, inclusion, and/or mikveh (preferred)

Mayyim Hayyim explicitly seeks to build a diverse staff, and candidates from marginalized communities are particularly encouraged to apply.

Schedule & Compensation

This is a remote, temporary, part-time role for an average of 15 hours/week, up to 20 hours/week preceding the event, from mid-June to the end of October, 2023. The weekly schedule is flexible, with priority for attending necessary meetings and supervisor check-ins on weekdays between 9am-5pm ET. Mayyim Hayyim is closed on Jewish holidays, including Shabbat.

Compensation is \$23/hour. The Event Coordinator will be supported by training from the Rising Tide Director, a robust transition guide and resources from the 2022 event, ongoing responsive supervision from the Director of Programs & Partnerships, and collaborative support from other members of the Mayyim Hayyim staff.

How to Apply

Applications are reviewed on a rolling basis, beginning on the priority date of **Monday, March 27**. To apply, please submit the following to lucym@mayyimhayyim.org:

- **A resume** listing relevant professional, academic, volunteer, and/or personal experience
- **Your brief answers** (~100 words each) to the following three questions:
 - What feels most exciting to you about this opportunity?
 - Please share about an experience you have coordinating an online event. What is a major learning from the experience that you might apply in this role?
 - How do you see your own experiences, knowledge, skills, and qualities reflected in this position description? What might you uniquely contribute?