



Program Manager, Mikveh

Full-time; On-site in Newton, MA (Greater Boston area); Preferred start mid-June

About Mayyim Hayyim

[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 where we facilitate immersion experiences, develop, and test out innovative new rituals, 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 through our Rising Tide Open Waters Mikveh Network.

About the role

The Mikveh Manager is responsible for overseeing all aspects of the Boston mikveh services and operations, ensuring that immersions are facilitated with dignity and respect, and to the highest standards. They do this by helping the community schedule appointments, coordinating volunteer Mikveh Guide shifts, serving as a Mikveh Guide, and by working with operational staff to ensure the mikveh has needed supplies, is well-maintained, and looks beautiful. They are an important face of the organization and relationship-builder with guests, volunteers, and our Greater Boston Jewish community. Occasionally they will support local in-person educational programming by facilitating or teaching. Some evenings and Sundays will be required.

About you

You excel in multiple modalities: you see the big picture and at the same time love implementing the details. You can balance the varying and sometimes competing needs of the organization, the physical space, the community, and the volunteers. You're a natural relationship builder who loves working with people; you're also a tech-savvy problem-solver who's equally happy digging into the behind-the-scenes details to make the wheels turn. You're a pro at prioritizing even amidst competing tasks. You thrive with self-directed work and are a team player who works well with others at all levels of experience. You are flexible, pivot easily, and are ready to roll up your sleeves to get things done. You're a quick learner who can hit the ground running. You care deeply about making Jewish ritual inclusive and accessible, and about customer service and the guest experience.

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

About your team

You will be joining a [staff of 6](#). We work hard and set high expectations for ourselves, and we love to laugh with each other (sometimes we're pretty irreverent) and bring our whole selves to work. We celebrate joyous occasions and take care of each other when times get tough. We care about making the Jewish world more accessible and inclusive.

You'll report to the Director of Programs & Partnerships and be part of our 3-person Programs team. The Programs Team is geographically hybrid; 2 team members, including an Interim Director of Programs & Partnerships, are currently based in other cities. We expect that within approximately 1 year, a permanent Director of Programs & Partnerships will join you on-site in Boston. Three other Mayyim Hayyim staff also work on-site in Boston.

About the process

To apply, please submit a resume (PDF only) to jobs@mayyimhayyim.org.

We will accept applications on a rolling basis, with a preferred deadline of May 3.

We will schedule initial interviews the week of May 6 and final interviews no later than the week of May 20.

Finalists will be asked to complete a short set of tasks (less than 30 minutes; you will not be asked to produce original work) and provide references. Please note our hiring process is not necessarily linear; we may not contact you immediately, but we commit to responding to all candidates during the process.

The Details

Job Responsibilities may include:

- About 60-75% - Oversee mikveh operations and volunteer Mikveh Guides
 - Coordinate appointments and mikveh scheduling
 - Use tech tools like our Salesforce database and scheduling software
 - Communicate by phone and email with guests, clergy, and other community members
 - Supervise and support volunteer Mikveh Guides
 - Communicate by phone, text, and email to ensure a Mikveh Guide is scheduled to facilitate every immersion
 - Answer volunteers' questions about appointments, rituals, and the physical mikveh
 - Onboard new local volunteers after they have completed our online training course
 - Ensure mikveh upkeep
 - Partner with volunteers, administrative staff, and custodian to manage supply inventory and identify needed repairs
 - Ensure cleanliness of mikveh area, including helping with laundry and tidying
- About 20-25% - Serve as a Mikveh Guide & Educator
 - Facilitate ritual immersions for guests
 - Teach approximately one on-site education program per week
 - Be available some evenings and Sundays
- About 10% - General and program administration
 - Work with administrative staff to ensure proper record-keeping and invoice fulfillment
 - Participate in staff meetings and retreats, and support organizational advancement by helping fundraising and communications staff share appropriate stories about immersions
- Other tasks as needed

Essential skills/qualifications (must-haves):

- 2-5 years' experience coordinating programs or appointments, working with groups of people, or working in an office environment
- Impeccable organization skills
- Excellent computer skills and the ability to learn new software quickly, including experience with databases
- Strong communication skills, possessing an ability to write and speak with sensitivity and warmth
- Ability to maintain confidentiality with sensitive information
- Passion for Mayyim Hayyim's mission

Preferred skills/qualifications (nice-to-haves)

- Experience in educational programming, ritual programming, or a related field
- Experience managing volunteers or a team of people
- Specific experience with Salesforce

Compensation

The salary range for this position is \$60,000 – \$64,000, commensurate with experience.

Benefits include:

- 100% health insurance coverage for employees, plus access to purchase additional plans for spouses and families, including access to FSA and DCFSAs plans
- Progressive vacation beginning with 2 weeks and up to 4 weeks by your fourth year on staff, with the ability to roll over up to 5 vacation days per year
- 4 personal days and 12 sick days, with the ability to roll over up to 5 sick days per year
- 7 federal holidays off, 5 floating holidays, all Jewish holidays plus 3pm office closure on erev Yom Tov, flexible leave early for Shabbat policies
- 12 weeks paid parental leave, beginning after 3 months of employment
- Fully covered short-term disability and life insurance
- Ability to contribute to a retirement account

Location & Hours

This position is available to Boston-based candidates and entails on-site responsibilities. Mayyim Hayyim is not able to sponsor work visas at this time. This role needs to have a significant on-site presence, working on-site at least 3 days per week (including Thursdays), with additional days likely on a regular basis. Staff offices are up 1-2 flights of stairs.

This position entails some evening and weekend work in addition to being available by phone in urgent situations after-hours. Mayyim Hayyim is committed to supporting staff well-being, including ensuring appropriate working hours, work/life separation, and dedicated time away from work. To be successful in this role, a candidate must both be willing and able to handle issues after-hours (whether remotely or in-person), available to work some evenings and Sundays, and be able to set and maintain appropriate boundaries with volunteers around after-hours contact.

Mayyim Hayyim employees must be up-to-date with COVID-19 vaccinations, with allowances for medical exemptions.