

Mikveh Manager

Full-time position (40 hours/week); On-site in Newton, MA (Greater Boston area)

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 all aspects of on-site mikveh services and operations, ensuring that immersions are facilitated with dignity and respect, and to the highest standards. They are one of the central community-facing members of Mayyim Hayyim and are an important relationship-builder with guests, volunteers, vendors, and the Greater Boston Jewish community. In addition to serving as a Mikveh Guide, the Mikveh Manager oversees a pool of 30+ volunteer Mikveh Guides as well as a small team of independent maintenance vendors, manages the appointment scheduling process, resolves conflicts where needed, maintains immersion data within our database, and ensures that our space remains comfortable and inviting for all visitors.

Mikveh Manager reports to the Director of Programs & Partnerships.

About you

You pay close attention to detail and enjoy handling logistics, managing systems, and maintaining a warm and inviting space. You are facile with technology and effective at managing back-end scheduling and logistical details.

You're a natural relationship builder who loves working with people. You are effective at hosting and hospitality; you care deeply about making people feel welcome, comfortable, and supported. You are patient and diplomatic when working with volunteers and guests.

You thrive with self-directed work and are excited about being a part of a small but mighty team that works together to make Mayyim Hayyim a place that serves our community with excellence. You're flexible; you take the initiative and you're ready to roll up your sleeves to get things done.

You care deeply about pluralistic Judaism and are excited about the opportunity to make Jewish ritual inclusive and accessible and you appreciate the role that customer service plays in making that mission come alive. You are excited to work in an innovative setting that is rooted in the community.

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

The Details

Job Responsibilities may include:

- About 50% - Manage Mikveh Operations
 - Welcome visitors to the mikveh and ensure they have a positive experience and Mayyim Hayyim
 - Manage Mikveh scheduling and calendar using software tools like Salesforce CRM and Calendly Scheduling System
 - Communicate by phone and email with guests, clergy, and other community members
 - Maintain records of immersions and guests in our database
 - Collaborate with the Director of Administration to manage relationships with mikveh maintenance vendors, ensuring optimal mikveh operation and *halachic* compliance
 - Manage inventory and purchasing processes
 - Ensure cleanliness and organization of building, including helping with laundry and tidying
 - Serve as one of the staff liaisons to the Building and Site Committee
 - Serve as informational point person, answering questions about appointments, rituals, and the physical Mikveh
- About 20% - Manage Volunteer Mikveh Guides
 - Ensure Guides are scheduled to support immersions
 - Manage and support Guides in their work; motivating volunteers, providing timely resources as needed, answering questions, and convening Guide appreciation events
 - Train new Mikveh Guides and conduct refresher trainings when needed
 - Communicate weekly updates to Mikveh Guides via the “Dive” newsletter
- About 20% - Serve as a Mikveh Guide
 - Facilitate ritual immersions for guests
 - Provide tours to prospective guests
 - One evening shift per week and occasional Sundays for this work
- About 10% - Administrative Support
 - Work with administrative staff to ensure proper record-keeping and reporting
 - Support onsite administration including fulfilling shop orders and preparing membership packets
 - Support fundraising and communications efforts by sharing appropriate immersion stories and collaborating on appeals
 - Participate in staff meetings and retreats
 - Other tasks as needed

Qualifications

Essential skills/qualifications

- Strong people skills and EQ, and/or prior public-facing roles
- Experience coordinating programs or appointments, working with groups of people, or working in an office environment
- Impeccable organization skills with a strong attention to detail
- Excellent computer skills and the ability to learn new software quickly
- Base-level experience with Salesforce or other CRM Software
- Strong communication skills, including phone, possessing an ability to write and speak with sensitivity and warmth
- Ability to maintain confidentiality of sensitive information
- Weekend and evening availability sometimes required
- Passion for Mayyim Hayyim's mission

Preferred skills/qualifications

- Knowledgeable about mikveh and Jewish rituals
- Experience with Calendly, MailChimp, and Meta social media platforms
- Experience with facilities and/or vendor management
- Experience with Volunteer management
- Understanding of Boston Jewish community

Compensation

Starting salary \$57,000

Benefits include:

- Health insurance plans for individuals, couples, and families, including FSA and DCFSa options
- Progressive vacation beginning with 2 weeks and up to 4 weeks by your 4th year on staff
- 4 personal days and up to 12 paid sick days each year
- 7 Federal/State holidays off, Jewish holidays off plus 3pm office closure on Yom Tov, flexible leave early for Shabbat policies
- Flexible hours that can accommodate a caretaking schedule (i.e. option to work 12:30 - 9 PM Monday - Thursday)

Location & Hours

Mayyim Hayyim is located at 1838 Washington Street in Newton, MA, on the shared campus with Hebrew College and Temple Reyim.

The Mikveh Manager is an in-person, on-site role with up to one day per week working from home. This position is open only to candidates living within a 30-minute commute of the mikveh. Free parking is available. We are located .3 mile from the Woodland MBTA train station.

This position involves work on Fridays, some evenings and occasional work on Sundays in addition to being available on rare occasions 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.

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

Mayyim Hayyim is not able to sponsor work visas at this time. Staff offices are up 1-2 flights of stairs.

About the process

To apply, please submit a resume and cover letter (combined document, PDF only) to jobs@mayyimhayyim.org.

We will accept applications on a rolling basis. Review will begin May 19, 2025. To ensure your resume receives review, please apply by May 30, 2025.

Not sure if you meet 100% of the qualifications? We encourage you to apply anyway. Mayyim Hayyim is committed to building a diverse, inclusive team, and we believe that skills and potential come in many forms. If you feel you could be a great fit, we'd love to hear from you!