



JOB DESCRIPTION

K-12 STUDENT AND FAMILY ENGAGEMENT MANAGER

Department:

JHub: An Institute for K-12 Jewish Resources

Reports to:

JHub Executive Director

FLSA Status: Exempt

Work Status: Full Time

Starting Salary: \$60K

Start Date: ASAP

Position Overview

The Milwaukee Jewish Federation (MJF) is seeking an energetic, collaborative, and relationship-focused professional to help shape the future of education and engagement across Wisconsin's public and private schools and family audiences in those districts through a uniquely Jewish lens. This exciting role is part of JHub: An Institute for K-12 Jewish Resources, MJF's newest initiative dedicated to supporting educators, students, and families in fostering understanding of Jewish identity, addressing antisemitism, and creating inclusive, welcoming learning environments for all.

Key Responsibilities

Help bring engaging, meaningful learning experiences about Jewish identity to Wisconsin's public and private school students, educators, and families by:

- Serving as the primary field trip support specialist for K-12 student visits to the building
- Collaborating with JHub partners—including the Holocaust Education Resource Center (HERC), Jewish Museum Milwaukee (JMM), the Coalition for Jewish Learning (CJL), and the Jewish Community Relations Council (JCRC)—to develop innovative lesson plans, workshops, presentations, toolkits, and educational resources focused on Jewish identity and understanding.
- Facilitating dynamic workshops, classroom experiences, and educational tours for K–12 students both on-site and throughout the community.
- Gathering feedback, success stories, and program data that demonstrate impact and help communicate outcomes to community stakeholders, donors, and partners.
- Building and executing strategies that connect Jewish families within public school communities to meaningful opportunities for learning, engagement, and community involvement.
- Serving as a trusted connector between schools, families, and the broader Milwaukee Jewish community.

Lead the Student to Student Program

- Recruit, engage, and support a diverse cohort of 12–16 teen leaders each year.
- Coordinate all aspects of program operations, including training, scheduling, transportation, and communications.
- Mentor and empower teens as they strengthen their Jewish identity, develop leadership skills, and serve as ambassadors in local schools.
- Accompany student leaders during classroom presentations and help evaluate program impact through participant feedback and assessment tools.

Support Broader Teen Engagement Initiatives

- Support current and future MJF-wide teen projects as assigned
- Help create continued pathways for teens to deepen their connection to Jewish life, leadership, learning, and community.

Qualifications

- Passion for Jewish learning, identity, and community engagement.
- Experience in education, youth engagement, Jewish studies, nonprofit management, and/or or a related field.
- Strong organizational and project management skills.
- Ability to build relationships with teens, families, educators, community partners, and professional teams.
- Excellent communication and facilitation skills.
- Ability to manage multiple programs and priorities simultaneously.

Desired Qualifications

- Experience working with students and teens in leadership development or experiential education.
- Familiarity with Jewish educational content and values.
- Experience with program evaluation and/or data tracking.

Required Experience

- Bachelor's degree or equivalent experience
- 2–3 years of professional experience
- Background in Jewish education (through advanced degree or hands-on experience)

Key Skills & Strengths

- Proactive, self-directed approach to problem-solving.
- Strong communication and relationship-building skills.
- High level of organization and attention to detail.
- Confidence in teaching or facilitating learning experiences.
- Working knowledge of Microsoft Office tools.
- Ability to work effectively in a collaborative, fast-moving environment.

Hours and Benefits

This is a full-time position requiring a minimum of 38 hours per week. Typical office hours are Monday-Thursday, 8 am-5 pm, and Friday, 8 am-3 pm. This work is majority in-person, with remote option available 1-2 days per week. Occasional evening and weekend hours will be required.

This position is eligible for 15 vacation days and 7 personal days annually. In addition, MJF observes 7 federal holidays as well as Jewish holidays that prohibit work, typically adding between 11 - 17 additional paid days off annually depending on the Hebrew calendar. Other benefits include medical, dental and vision insurance, paid parental leave, health savings and flexible spending accounts, short- and long-term disability, life insurance, and 401K plan.

Work Environment & Physical Demands

This position operates in a professional office environment with pleasant working conditions, good lighting and ventilation and moderate noise level. Some work will be conducted offsite at event venues or community settings.

This role frequently uses standard office equipment such as computers, phones, photocopiers and filing cabinets. There will be frequent computer usage which will require arm and hand dexterity as well as all vision abilities to be successful. This is primarily an active role, requiring the ability to lift and/or move 25-30 pounds, usually waist high. Must be able to travel to community locations for offsite meetings and events, and transport event materials.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required to perform the job. Duties, responsibilities, and activities may change at any time with or without notice.

Equal Employment Opportunity

The Milwaukee Jewish Federation provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.

How To Apply:

Please submit your cover letter and resume to HR@milwaukeejewish.org

