

*TO APPLY: Please email your cover letter and resume  
to Ellen Miller at [emiller@jewishcleveland.org](mailto:emiller@jewishcleveland.org)*

## **Charlotte Goldberg Mikvah Coordinator**

### **Community/Outreach Responsibilities:**

- Welcoming face of CGCM for all who enter the door and an ambassador with clergy, visitors, donors and community members
- Report to CGCM's board of directors and partner with them in strategic planning and donor engagement
- Build meaningful relationships with the Board of Directors and the Mikvah Guides
- Develop partnerships with synagogues, community organizations, and clergy
- Work with volunteers and board members to develop marketing material and update the website
- Engage community educators to create meaningful educational and spiritual programs to promote appreciation of the Mikvah and its use

### **Administrative Responsibilities:**

- Manage day to day operations of the CGM
  - Check email and voicemail and return calls by the next working day
  - Schedule immersions
  - Schedule guides-make sure they have all the information they need
  - Send out email reminders-with any information the user needs to know
  - Ensure thank you emails with surveys are sent by the end of each week.
  - Fill in to guide when no other guide is available.
- Coordinate use of facility, including meetings and tours
  - Utilize-website platform to schedule immersions
- Supervise Mikvah guides
  - Schedule and plan new guide training
- Develop and track annual operating budget and manage donations and fees
  - Send out invoices to synagogues and organizations
  - Track fees with each Mikvah use

### **Mikvah Responsibilities:**

- Monitor the physical facility, including plumbing and preparation rooms/bathing area, and ensure that cleanliness, supply levels and ongoing maintenance etc. are upheld with assistance of Mikvah volunteers and maintenance staff.
  - i.e. maintain inventory of all supplies needed for prep rooms, pool maintenance and meeting room.
  - Ensure cleanliness of pool
- Schedule and be on site for contractors/vendors

- Develop an understanding of the technical aspect of Mikvah in order to implement the direction of the Board and certifying rabbi to ensure that the facility meets halachic standards

**Work Environment:**

- At home/At Mikvah when necessary

**Position Type/Expected Hours of Work:**

- Part time- 10-20 hours/month
  - some evenings and weekends required