

Jewish Family Service
Sylvania, Ohio

Part-Time Manager
Position Description

Summary

The part-time manager will oversee the day-to-day operations of Jewish Family Service, a community-based agency that offers a variety of programs that serve and benefit Jewish residents and the broader community of Toledo. The position is 20 hrs./wk with flexible hours.

Reports to: The designated administrator of the Jewish Federation of Greater Toledo

Responsibilities

Supervision of staff on a weekly basis

Case consultation as required by staff

Monthly staff meetings with all building personnel

Be the point person for emergency calls during office hours and on weekends; assign as needed to appropriate staff

Process requests for indigent burials and financial assistance

Oversee the Ahava Program and act as JFS Ahava liaison to the Federation

Attend volunteer-related programs held at the Sekach Building to support staff and to become familiar with community members

Handle correspondence on behalf of JFS

Process adoption record requests

Attend meetings as requested by the Jewish Federation of Greater Toledo

Ensure appropriate training and staff development

Maintain a culture that fosters and maintains teamwork among employees

Interface with JFS Committee in a manner that is mutually determined with JFS Committee Chair

Oversee staff-related marketing activity, including monitoring of Facebook posts and TJN articles

Assist HR with hiring new JFS employees and disciplinary actions of any JFS staff if required

Assist with staff evaluations, annual budget preparation, and JSSSO grant application if required

Qualifications

1. Bachelor's degree required in social work, counseling, gerontology or related field; advanced degree preferred (MSW or related degree)
2. Minimum 5 years proven supervision/management experience in a not-for-profit organization with professional staff

For more information and to apply, please submit a cover letter and resumé by March 31, 2019 to Tina Stieben, Interim COO, Jewish Federation of Greater Toledo, 6465 Sylvania Ave., Sylvania, OH 43560