

MinnesotaHillel

Leadership Council & Job Opportunities

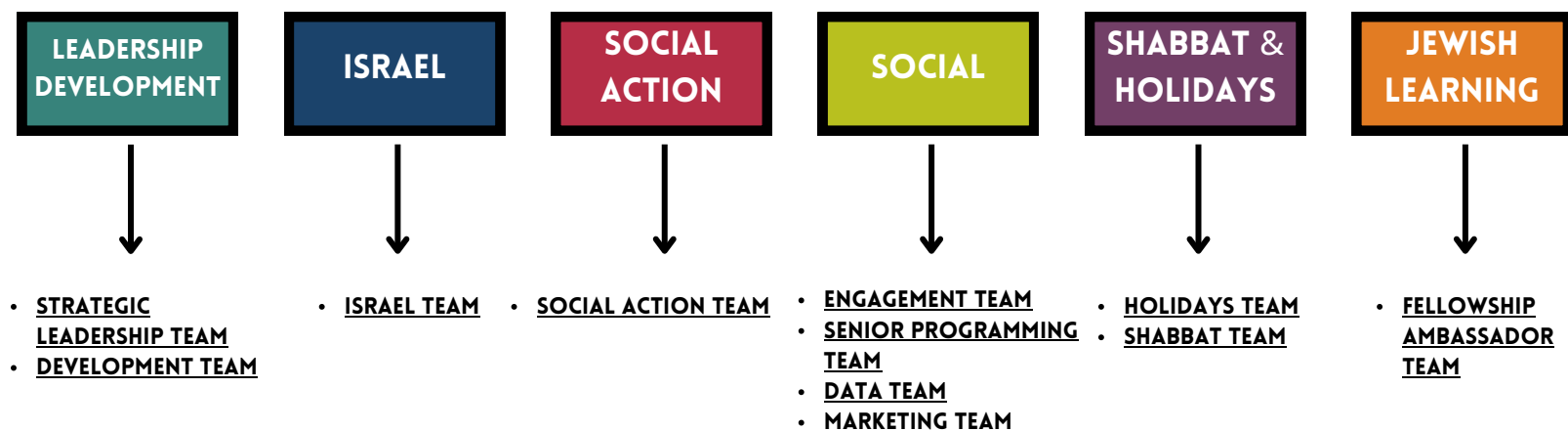
Fall 2023

Applications are now closed. If you are interested in future opportunities, please contact Mackenzie at mackenzie@mnhillel.org.

Minnesota Hillel strives to enrich the lives of students so they may enrich the Jewish people and the greater community through our 6 Pillars of: Shabbat & Holidays, Social Action, Jewish Learning, Social Experiences, Leadership Development, and Israel. These pillars were developed and implemented as a framework for our Jewish Educational Vision, our Programmatic Vision, and, now, our Leadership Vision. We are creating a network of accountability, teamwork, and collaboration by using this framework to guide the effectiveness of our Leadership Council.

Click on a team below to learn more!

HILLEL COUNCIL STRUCTURE



HILLEL JOB OPPORTUNITIES*

- SHABBAT EMPLOYEES
- FRONT DESK EMPLOYEES
- FINANCE EMPLOYEE

By applying for Fall 2023 Minnesota Hillel Leadership Council, you are applying to join a cohort of dedicated students that are excited about creating the future of Minnesota Hillel.

**Part-time job opportunities do not serve on the Leadership Council and do not have the same requirements or expectations of those that do.*

The Leadership Council is made up of different positions that will be listed out in detail below. While we know that you will be busy working in whichever micro-community you become part of, it is important to remember that you are joining a team. This is the best part about being on Council! You get to be a part of a group of people that support each other by showing up, offering help, and creating relationships beyond what is required.

As a Council member, you will be expected to uphold a handful of shared responsibilities in addition to your individual responsibilities. These include, but are not limited to: making Hillel a priority in your extracurricular activities, engaging new and currently involved students, and attending monthly Council events.

Every position will be eligible to receive a stipend up to \$150 at the end of the semester based on fulfillment of these Council expectations and those set by your staff supervisor for your Team.

Shared Responsibilities of the Leadership Council

- Attend regular meetings with your respective staff member supervisor.
- Participate in 1:1 relationship-based engagement practices to reach new students and promote community growth.
- Advertise, attend, and invite both involved and uninvolved students to Hillel experiences.
- Maintain regular attendance at Hillel Events.
- Engage in experiences that align with MN Hillel's 6 Pillars: Shabbat & Holidays, Social Action, Jewish Learning, Social, Leadership, and Israel.
- Work together to achieve MN Hillel's mission to enrich the lives of students so they may enrich the Jewish people and the greater community.
- **Attend these mandatory Hillel Council Events:**
 - **Sunday, September 4th 2023 from 12pm - 3pm: Engagement Training**
 - **Sunday, September 10th 2023 from 1pm - 3pm: Council Event**
 - **Sunday, October 8th 2023 from 1pm - 3pm: Council Event**
 - **Friday, November 10th - Sunday, November 12th: Weekend Retreat**
 - **Sunday, November 26th from 1pm - 3pm: Council Event**

LEADERSHIP DEVELOPMENT

Strategic Leadership Team

(Full Year Commitment)

Team Mission: *"To serve as a strategic partner behind Hillel programming, develop student leadership, and advise organizational decisions while ensuring that Hillel adheres to its mission, upholds its values, and maintains an effective drive to grow."*

Team Member Expectations:

- Serve as thought partners for Hillel Staff by participating in strategic conversations about organizational goals, objectives and tactics
- Identify organizational areas of growth
- Serve as the face of Hillel in the the greater campus community
- Regularly participate in Jewish life on campus

Team Member Responsibilities:

- Advocate on behalf of students **and** organizational decisions within the campus Jewish community, campus community, and the greater Jewish community (including the Hillel Board of Directors)
- Collaborate with Hillel Staff to coordinate agendas and attend weekly Team meetings.
- Model a culture of positivity within the Hillel community
- Engage with the entire campus Jewish community as ambassadors of Hillel's mission, including but not limited to one-on-one engagements, event attendance, and regularly spending time in the Hillel space.

LEADERSHIP DEVELOPMENT

Strategic Leadership Team

Team Positions:

Vice President of Leadership Development

- Attend Board of Directors meetings and serve as the Hillel student representative by sharing student perspectives and updates on Jewish student life.
- Lead the planning process and execution of monthly Leadership Council events.
- Assist in the planning and execution of yearly leadership retreat for Leadership Council and Kane Fellows
- Aid the Kane Fellowship Ambassador(s) in their support of the fellows and the Fellowship program.
- Responsible for bringing a leadership development lens to Team discussions.

Vice President of External Relations

- Serve as the Undergraduate Student Government Representative (attend weekly forum and committee meetings to represent Hillel's interest on campus) and relay important activities to the rest of the Team.
- Engage with other campus student groups through individual outreach efforts.
- Work with Hillel Staff to maintain and develop relations with University faculty and administration.
- Collaborate with Hillel Staff to recruit for Israel Exploration Mission and other meaningful campus wide opportunities through their campus connections.
- Responsible for bringing a campus relations lens to Team discussions.

LEADERSHIP DEVELOPMENT

Strategic Leadership Team

Team Positions:

Vice President of Internal Relations

- Work to develop mechanisms for Council members to voice constructive opinions, in an effort to improve wellness, satisfaction and positive morale within Hillel leadership.
- Work with Hillel Staff to support other Hillel leadership teams, including, but not limited to ensuring Teams have set agendas, action items, and follow through.
- Encourage and aid in the facilitation of collaborative efforts between teams.
- Responsible for bringing the voices of current leaders to Team discussions.

Vice President of Programming

- Work with Hillel staff and MyHillel program hosts (outside of their team responsibilities) to ensure successful submission, planning, and execution of their events.
- Aid all students and Hillel Staff in general programming support and oversight.
- Responsible for bringing a holistic programmatic approach to all Team discussions.

Vice President of Communications

- Work with the rest of the Team to facilitate frequent, clear, and effective communication with the Leadership Council including (but not limited to):
 - Weekly Council Newsletter/Update
 - GroupMe
 - Content/Information to and from Hillel Staff
- Take minutes at all weekly Team meetings
- Lead weekly Jewish learning for the Team
- Provide weekly Jewish learning content for all Leadership Council teams
- Encourage the Team to think strategically about the manner in which their decisions are communicated to the greater community

LEADERSHIP DEVELOPMENT

Development Team

Team Mission: *"To work with Development staff to build a strategy to enhance community financial support through campaigns, communicating with donors, and engaging students in the philanthropic branch of Hillel."*

Team Member Expectations:

- Attend weekly Development Team meetings with Development staff.
- Engage thoughtfully in meetings by providing suggestions and ideas for increasing student engagement in fundraising, donor stewardship, and other development opportunities.
- Assist in community, parent, and alumni database entry, maintenance, and research.
- Send out appeals to community members, which includes tasks such as folding, stuffing, sealing and stamping envelopes.
- Collaborate to create monthly parent newsletter content.

ISRAEL

Israel Team

Team Mission: *"To create a vision for a nuanced Israel space within Minnesota Hillel that facilitates an engaging programmatic environment and opportunities to partner with other campus organizations."*

Team Member Expectations:

- Brainstorm new and innovative ways to encourage the Hillel community to engage with Israel.
- Foster a community where students feel comfortable to learn, participate, and engage in challenging conversations.
- Promote Hillel's immersive travel experiences like Birthright and Israel Exploration Mission.
- Attend weekly meetings with staff supervisor.

SOCIAL ACTION

Previous examples of social action team initiatives include exploring mental and physical wellness practices, encouraging conversations and programming surrounding environment and sustainability, and facilitating sustainable practices in our Hillel building.

Social Action Team

Team Mission: *“To develop and provide opportunities for community members to explore Tikkun Olam in ways that celebrate students’ passions.”*

Team Member Expectations:

- Plan and execute programs that accomplish a flexibly designed social action agenda.
- Work together to encourage people coming together to help improve our community.
- Attend weekly meetings to imagine and maintain progress in achieving established team goals.

SOCIAL

Engagement Team

Team Mission: *“To utilize engagement data to engage and connect students to Minnesota Hillel by hosting community MyHillel experiences, scheduling one-on-one meetings with new students, and fostering relationship building at Hillel programs.”*

Team Member Expectations:

- Attend weekly meetings with staff supervisor to continuously develop the engagement strategy and discuss team progress.
- Create and host 2 low-barrier experiences on MyHillel that engage new members of the community.
- Engage 10 unique students in 1:1 conversations, connecting them to the greater Hillel community.
- Collaborate to utilize Shabbat and MyHillel programming as an engagement opportunity.

Senior Programming Team

Team Mission: *“To envision, plan, and execute monthly programming for Seniors that follow a meaningful curriculum.”*

Team Member Expectations:

- Partner with staff to create a vision for Senior Hillel engagement.
- Build between the Senior class and the Young Alumni and Graduate Student community.

SOCIAL

Data Team

Team Mission: *“To manage, clean, and import student data for the purposes of empowering the council to create strategic outreach and engagement plans.”*

Team Member Expectations:

- Attend weekly meetings with the Administrative and Logistics Coordinator (Elie Simon) to establish efficient data collection and utilization systems.
- Maintain a clean network of student data.
- Complete data entry tasks by assigned due date.

Marketing Team

Team Mission: *“To effectively showcase Minnesota Hillel as a welcoming, inclusive, and valuable space to the greater community through our marketing and communication efforts.”*

Team Member Expectations:

- Attend weekly team meetings with assigned staff supervisor.
- Create eye-catching and informative graphics that follow our brand and style guide, to use in all marketing communications.
- Create and send out a communicative, yet captivating, weekly student newsletter.
- Develop and carry out a social media strategy through the use of Hillel’s social media platforms.
- Take and collect quality photographs of the Hillel community and punctually send all photos to the Team.

SHABBAT & HOLIDAYS

Holidays Team

Team Mission: *“To create a pluralistic and energizing Jewish Holiday experience for the community that encourages exploration and celebration.”*

Team Member Expectations:

- Attend weekly team meetings with staff supervisor.
- Brainstorm creative and engaging opportunities for the community to celebrate and observe holidays.
- Expand your knowledge of Jewish holidays and rituals with the support of the staff supervisor.
- Serve as a support system for all holiday experiences, equitably dividing the execution of program planning and facilitation among team members.

Shabbat Ritual Team

Team Mission: *“To create a pluralistic and energizing Shabbat experience for the community that encourages exploration and celebration.”*

Team Member Expectations:

- Attend weekly team meetings with staff supervisor.
- Create a programmatic vision that encourages exploration and celebration through engagement.
- Collaborate with Shabbat Employees for room set up, themes, and other extensions of the Shabbat experience.
- Delegate or lead the community through Shabbat rituals and blessings.
- Coordinate Shabbat Greeters and ensure a smooth check in process that tracks all attendees.
- Commit to regularly attending 3 Shabbat experiences each month.

JEWISH LEARNING

Fellowship Ambassadors Team

Team Mission: *"To assist Fellowship Instructor in planning and facilitating a fellowship in order to encourage exploration of Jewish learning."*

Team Member Expectations:

- Actively recruit students to participate in a fellowship through 1:1 relationship-based engagement strategies.
- Meet regularly with the Fellowship Instructor to assist in Fellowship prep.
- Attend all Fellowship sessions, maintaining a professional demeanor.
- Meet 1:1 with all Fellowship participants to collect feedback on their experience.

JOB OPPORTUNITIES

Shabbat Employees

Shabbat Employees are paid \$13.50/hr

This position is a part time job, they will not serve on the Student Council. Students will report to the Administrative & Logistics coordinator, Elie Simon, and employment may include semesterly training. Shabbat Employees will have the opportunity to pick up extra hours working community events at Hillel. Please indicate interest in the application and Elie will be in contact with you.

*Shabbat employees are responsible for handling the Shabbat dinner experience at Hillel, from initial set-up to food service and clean-up. **These employees must be available 4-8pm on most Fridays.***

- Prepare the dining room for dinner by setting up the tables and chairs, filling water pitchers, using the iPad for lighting and music etc.
- Assist caterer in food service throughout the program
 - I.e. put salad/first course on tables, serve main courses, collect reusable utensils & dishes, etc.
- Begin initial cleaning of the Event Center at the end of the meal by clearing all tables, putting away decorations/props, stacking chairs, etc.
- Record hours worked in payroll system
- Work at least 3 shabbatot per month
- Potentially assist Elie Simon with Event Rental setup and staffing.
 - Please note that Event Staff are paid a higher rate per hour.

Front Desk Employees

Front Desk Employees are paid \$13.50/hr

The Front Desk Employee position is a part time job, they will not serve on the Student Council. Students will report to the Administrative & Logistics coordinator and employment includes semesterly training. Front Desk Staff will have the opportunity to pick up extra hours working community events at Hillel. Please indicate interest in the application and Elie will be in contact with you regarding front desk hours and the possibility of working events.

- Attend required trainings with Administrative & Logistics Coordinator (Elie Simon)
- Serve as the first point of contact for building visitors
 - Check-in new visitors via Visitor Kiosk
- Answer phones and take messages for staff
- Oversee the day-to-day safety, security, and cleanliness of the building
- Monitor mail and package deliveries
- Serve as the first line of defense in an emergency situation
- Track hours in payroll system after each shift
- Report to Administrative & Logistics Coordinator (Elie Simon)
- Potentially assist Elie Simon with Event Rental setup and staffing.
 - Please note that Event Staff are paid a higher rate per hour.

JOB OPPORTUNITIES

Finance Employee

Finance Employee is paid \$13.50/hr

This position is a part time job, they will not serve on the Student Council. Students will report to the Development staff and employment may include semesterly training.

The Finance Employee is responsible for:

- Managing the Student Service Fees (SSF) application and budget, with direction from staff.
- Managing the Hillel Student Group bank account.
- Attending University of Minnesota SSF trainings and meetings.
- Review other student group SSF requests to find new opportunities for growth.