



Fair Trade Judaica

Crafted with Jewish Values

Educational Consultant

About Fair Trade Judaica

[Fair Trade Judaica](#) (FTJ) is a nonprofit dedicated to promoting fair trade as a Jewish value through educating the Jewish community, and expanding the production, distribution, and sale of fair trade Judaica (Jewish cultural and ritual) products.

We accomplish this mission by:

- Providing education and outreach about Fair Trade Judaica, creating a community of Jews committed to fair trade by making the link that fair trade is a Jewish value
- Supporting artisans by increasing market demand and expanding development of fair trade Judaica products
- Increasing the availability and accessibility of fair trade Judaica products by creating and expanding sales channels

We are seeking a short-term consultant from February – August 2018 who will strengthen FTJ's outreach and educational work, especially focused on Fair Trade Shabbat, a new Fair Trade B'nai Mitzvah Guide, and FTJ website educational resource center. Position will report to Fair Trade Judaica's Executive Director (based in Northern California); able to work remotely.

Key Responsibilities:

- Fair Trade Shabbat
 - o Plan and conduct extensive outreach to synagogues
 - o Update/add additional resource materials
 - o Provide technical assistance to synagogues
 - o Design and conduct evaluation
 - o Document activities and use for social media
- B'nai Mitzvah Guide
 - o Review/revise draft; circulate for feedback; revise and finalize
 - o Identify examples to use as case studies
 - o Design downloadable formal and resource section
 - o Design hard copy version
 - o Create and conduct outreach
- Upgrade FTJ website
 - o Conduct outreach and gather synagogue fair trade program materials and activities
 - o Review and prioritize materials gathered
 - o Work w/ED to design/update website Resource Section

Work Flow

We expect that the workload will be heavier in the beginning of the project. See below for proposed timeline

Required Skills and Experience:

- * Experience in creating Jewish educational materials
- * Excellent writing and communication skills

- * Strong ability to handle multiple tasks; create plan and follow through
- * Ability to work independently and meet deadlines
- * Computer skills including MS Office (Word, Excel, Access), WordPress

Desired Skills and Experience:

- * Connected to Jewish educator and rabbinical communities
- * Interest in and knowledge of fair trade movement

Proposed Timeline:

February

- Strengthen previous outreach plan for Fair Trade Shabbat (FTS) and contact previous participants (denominations, synagogues, other organizations)
- Revise and develop new materials for Fair Trade Shabbat webpage (sermons, activities, recipes, etc.)
- Conduct extensive outreach for Fair Trade Shabbat and provide technical assistance to synagogues as requested
- Track all Fair Trade Shabbat communications (throughout the contract)

March

- Continue revising/developing new Fair Trade Shabbat materials
- Continue extensive outreach
- Revise draft B'nai Mitzvah Guide
- Conduct outreach to gather examples of fair trade programming already conducted; review/prioritize these materials

April

- Continue Fair Trade Shabbat website development, outreach, and technical assistance
- Finalize draft B'nai Mitzvah Guide, disseminate for feedback, and begin final draft
- Begin promoting Fair Trade Shabbat via social media
- Design FTS evaluation tool

May/June

- Promote Fair Trade Shabbat via social media and collect stories for use in 2019
- Disseminate Fair Trade Shabbat evaluation tool, collate responses, write up stories, and recommendations for 2019
- Finalize Fair Trade B'nai Mitzvah Guide, including on line resources
- Finalize new FTJ website resource center

July-August

- Finalize tasks from Fair Trade Shabbat program
- Create downloadable and hard copy B'nai Mitzvah Guides and resource center
- Develop/implement outreach plan for B'nai Mitzvah Guide

Please email cover letter with fee proposal and resume to info@fairtradejudaica.org by January 26.