August, 2021

The Berman Jewish Policy Archive at Stanford is seeking an Assistant Director.

About
The Berman Jewish Policy Archive is one of the most vital repositories and references for literature about the American Jewish community. At present, it holds more than 40,000 documents that range from demographic studies to educational curriculum and from reports on community studies to opinion pieces. It contains nearly the full run of a number of important journals including the Journal of Jewish Communal Service and the Journal of Jewish Education, which appear alongside other notable publications including Response and Sh’ma.

The BJPA serves as a living repository for Jewish communal knowledge, one that could be as useful to scholars as it is to professionals looking for new perspectives and useful insights on Jewish life in North America and beyond.

Description
- Boosting the social media presence of the BJPA and its holdings.
- Engaging Jewish professionals around the Archive's holdings.
- Expanding the holdings of the BJPA and keeping it up-to-date with the latest publications from around the Jewish world.
- Maintaining the database and ensuring its functionality and utility
- Collaborating with the Director of the BJPA on collection, archiving, and promotional strategies.
- Sustaining an active collections effort to catalog emerging literature.
- Communicating with leaders in the Jewish community around the BJPA.
- Managing online database.
- Developing strategies to expand the Archive’s reach and access.

The position is part-time (20 hours / week), and compensation is commensurate with experience. Work can be conducted from anywhere, though some travel may be required.

Please direct inquiries to Professor Ari Y Kelman, Director of the BJPA [aykelman@stanford.edu]

Interested applicants should email Professor Kelman and include:
1. A letter of inquiry explaining your background and your interest in the position
2. A recent CV / resume
3. Names of 2-3 professional references

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Applications will be reviewed on a rolling basis, beginning Sept 1, 2021.