



## **Genizah Consultant (Independent Contractor)**

**The Jewish Cemetery Association of Massachusetts (JCAM) seeks a dependable, organized, and detail-oriented Genizah Consultant** to oversee and support its Genizah program on a part-time, independent-contractor basis. A Genizah is a repository for sacred materials that are no longer useful and thus buried in a cemetery.

This individual will review and sort donated sacred Jewish texts and materials, determine whether items meet religious guidelines for Genizah burial, organize approved materials, and assist with preparations for the annual burial. The consultant will also coordinate donation appointments, respond to Genizah-related inquiries, and help ensure that all sacred materials are handled with dignity and respect in accordance with Jewish tradition.

JCAM is committed to preserving and honoring Jewish traditions through the respectful management of sacred materials. This position offers a meaningful opportunity to support an important communal service while working in a flexible and independent role.

### **Responsibilities**

- Review, inspect, and sort Genizah donations to ensure only approved materials are accepted.
- Read and identify Hebrew texts and sacred materials for proper classification and handling.
- Organize, store, and prepare accepted materials for future burial.
- Monitor and respond to Genizah-related email inquiries and appointment requests.
- Coordinate with JCAM staff regarding Genizah operations and scheduling.
- Attend two monthly donation drop-off sessions (one weekday and one Sunday).
- Maintain accurate records and uphold the respectful handling of sacred materials.

### **Qualifications**

- Ability to read Hebrew and identify Jewish sacred texts and materials.
- Strong organizational skills and attention to detail.
- Ability to work independently and manage responsibilities with minimal supervision.
- Professional communication skills, both written and verbal.
- Reliable transportation.
- Ability to lift and move materials weighing up to 20 pounds.

### **Position Details**

- Classification: Independent Contractor
- Flexibility: Primarily flexible hours, with required attendance at scheduled monthly Genizah drop-off dates
- Pay: \$26/hour up to 10 hours per month

**To apply, please email [deborah.gagnon@jcam.org](mailto:deborah.gagnon@jcam.org)**