

Conference Call • December 9, 2004

**Topic:** Part Time Employment (Job Sharing, Consulting and more) with Harriet Cohen and Jami Trockman of Jewish Vocational Services, Los Angeles

★ A brief summary: This call was designed to provide some practical information regarding opportunities for part time work and to highlight the advantages and distinctions between job sharing, part time employment, telecommuting and consulting.

JCSA Networking Parents group strongly encourages members to continue to use the list serve forum for sharing opportunities and job postings.

★ Bios of JVS professionals:

**Jami Trockman** received her BA in Jewish Studies and Near Eastern Languages and Cultures from Indiana University. She is a recent graduate of the University of Judaism with an MBA in Non-Profit Management and an MA in Jewish Communal Studies. Jami has worked in a variety of Jewish organizations, including Hillel's International Center, American Jewish Committee and the Jewish Federation of Greater Los Angeles. She currently serves as the Director of Jewish Youth Programs at Jewish Vocational Service of Los Angeles.

**Harriet Cohen** is the Director of Career and Organizational Development for JVS, Los Angeles, where she works with a team of credentialed experts throughout LA County to assist individuals along their career paths. She is the founder of Training Solutions, a consulting firm that provides expert outsourced resources, a team of professionals in fields ranging from instructional design to evaluation, technical to management skills, teams to individual coaching and many other subject areas enabling clients to achieve organizational goals with measurable results. Harriet has been in the field of training and development for over 20 years.

★ Highlights:

- You need to focus on what YOU WANT TO DO (5-10-15 years from now)
- Figure out your personal skills, interest, uniqueness/your selling points
- Figure out your personal 'sequencing' vision.
- Your employer needs to be invested in your talent in order to be flexible with you (regarding how you work.)
- Many seem drawn to the Jewish Communal world of work because of the perceived flexibility with Jewish holiday vacations, early Friday etc – however this is a major area of complaint and many organizations aren't as flexible as we would like.
- Today, agencies have to be more flexible because the human capital lost (when you decide to leave to 'sequence') will impact the agency's bottom line in performance.

★ Part Time Work:

- You need to see if your skills match the need of that agency. I.e.: an agency might be looking for someone with flexible hours in order to get a specific job done. In this case, it doesn't matter when the job is done, just as long as it is.
- Part time work would not be ideal for a role that is integrated into other agency work and depends on the work of others in a time frame.... (When time sensitive work is involved, or when team work is involved, you might consider creating a job-share situation.)

- A part time job is considered part time based on how it is defined. Ultimately, you could work ‘full – time’ and get full benefits but also work flexible hours. According to IRS regulations – this can include 4(10hr days), or 3(12 hr days) and still be considered full time employee.
- Being considered a part- time employee often means that an agency will be withholding taxes. “An independent contractor” will be paid hourly and will receive a 1099 for taxes. It is important to have a clear discussion with your employer about the work and how taxes will be managed (or not).

**★Job Share:**

- Job Sharing is when the JOB is the focal point. The job is what matters. The job must get done, the job must be ‘covered’.
- Two people may share the responsibilities of work; however, they will also be sharing everything else – including benefits.

**★Telecommuting:**

- Telecommuting is work that can be done at home over the computer.
- The plus side is that you complete the work on your own schedule. The down side is that you have limited interaction with your peers/colleagues.
- A good telecommuting opportunity deals with the “output” of the work. Many companies are worried about the control/quality of the work, which is why they are less likely to consider the telecommuting option
- Telecommuting work opportunities include work in computer/technical areas, statistics cold calling, graphic design, web design, grant writing, and tasks you can do anywhere - where the benefit is to the company to have you doing the work.

**★Independent Contractor:**

- This person does work contracting individual jobs. According to the IRS, you will need to market your own self, get your own clients and draw up your own contracts for the work.
- If you are self-motivated and good at time management and enjoy the flexibility of start and stop assignments, this kind of work might work well for you.
- Home-based professions fall in this category. You are ultimately responsible for creating and selling your own product. It is a serious investment of time.
- As a consultant – an agency will not pay your Social Security/Taxes. You will likely have to pay nearly 1/8 of your contracted income in taxes and a part-time consultant salary does not usually include benefits.

**★Review:**

- Everything is benefit driven. Think about what it is that the organization cannot do without you. If you fill a specific need, the agency is likely to work around your schedule.
- When looking at alternative work situations – think about what is mutually beneficial. If your employer is invested in you long-term you will be worth making concessions for.

When looking for positions in the Jewish Community consider these helpful sites:

JewishJobFinder.com

JewishJobs.com

Your local Jewish Federation

Your local Jewish Vocational Service

Jewish weekly papers

**★Question & Answer:**

- Q: What about competition for jobs? As a Rabbi, it is difficult to find openings in my area.  
A: Ask yourself, what is it about being a Rabbi that you love – and what did you enjoy in your previous roles? Would you consider Hillel work? Independent / Assisted living center work? Tutoring? Hospital Chaplainry?
- Q: What if I am interested in a specific position, how might I advocate for a telecommuting opportunity?  
A: There has to be a reason for the agency to hire you. You need to sell them on your skills and again, the outcome has to be “mutually beneficial.”

**On the flip side:**

*One participant cited that it is important to see the needs of the agency/ the job. For example a project may already include colleagues from multiple locations – therefore adding you (as a telecommuter) to the mix might be easy to do. Keep your contacts up!!! Colleagues might think of you when an opportunity like this one comes up.*

- Q: What additional considerations need to be negotiated when considering part time consultant salary?  
A: Look at YOUR cost to do business – do you have overhead? Design? Travel? Child Care? Mileage? Materials? You will need to develop a contract that spells it all out – including information about cancellation. Also consider consulting the American Society for Training and Development for information on day rates.