

## **JVS 11-11-03 Meeting Minutes - PHONATHON PROCESS**

1. We now have more than 20 Participating Synagogues as part of our JVS/Synagogue JOB BANK Phonathon Coalition!
2. Announcement Statements are being sent out to Synagogues and Committee Liaisons as a reminder, so that the PHONATHON, beginning Sunday November 16th, is publicized at Friday evening and Saturday morning services this coming weekend!
3. At the very end of last night's meeting-the glitches were solved and the website was demonstrated!
4. All JOB ORDERS obtained from the PHONATHON are to be emailed [Lpopick@jvsnj.org](mailto:Lpopick@jvsnj.org) or faxed (973-674-6820) to Linda Popick ASAP. Please keep copies for yourself. If there are a sizable number of JOB ORDERS at one time-please contact Linda Popick to make other arrangements.
5. Initially, Marc and Jay Goldberg will enter the jobs onto the new JOB BANK website: MWjobs.org  
Afterward, it will be the responsibility of a Liaison from each synagogue to handle this.
6. Contact Information forms are to be sent to Linda Popick. She will follow up with the company to get specific employment information. Copies should be kept of this as well.
7. Anyone contacted who is in need of job placement assistance is to be referred to Linda Zamer at JVS (973-674-6330 x274)
8. Each synagogue is to develop its own 2 Passwords (one for the job-seeker and one for the Liaison) and email them to Marc and Jay ASAP at: [JOBS@CongregationOhrTorah.org](mailto:JOBS@CongregationOhrTorah.org)
9. VERY IMPORTANT-Please Give Your Synagogue Office the NAME, EMAIL, & Phone Number(s) for Your LIAISON(S)!!!
10. GOOD LUCK for the MITZVAH that YOU are doing!